

# Letter of Discontinuation of Services

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Agent's Name]

[Real Estate Agency Name]

[Agency Address]

[City, State, ZIP Code]

Dear [Agent's Name],

I am writing to formally inform you that I am discontinuing our real estate agent services effective immediately. I appreciate the efforts you have made on my behalf, but I have decided to pursue other options.

Please ensure that all my documents and any remaining matters related to my account are processed accordingly. I would appreciate receiving any final statements or information needed to close our agreement.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]