

# Notice of Termination of Agency Agreement

Date: [Insert Date]

[Your Name]  
[Your Title]  
[Your Company Name]  
[Your Company Address]  
[City, State, Zip Code]

[Agent's Name]  
[Agent's Title]  
[Agent's Company Name]  
[Agent's Company Address]  
[City, State, Zip Code]

Dear [Agent's Name],

We are writing to formally notify you of the termination of the Agency Agreement between [Your Company Name] and [Agent's Company Name], effective immediately, due to a material breach of contract.

As per the terms of the agreement, the following breach(es) has/have been identified:

- [Brief description of the breach]
- [Brief description of the breach]

In accordance with Section [insert relevant section number] of the Agency Agreement, we have the right to terminate the agreement under these circumstances.

Please return all materials and confidential information pertaining to our engagement by [insert deadline].

We appreciate the efforts made during the course of our agreement and wish you the best in your future endeavors.

Sincerely,

[Your Name]  
[Your Title]  
[Your Company Name]