

Agency Agreement Termination Notice

Recipient Name
Recipient Address
City, State, Zip Code

Date: [Insert Date]

Dear [Recipient Name],

This letter serves as a formal notification of the termination of our agency agreement dated [Insert Agreement Date] due to the contract's expiration as of [Insert Expiration Date].

As per the terms outlined in the agreement, the contract will end without any further obligations on either party.

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

Thank you for your understanding.

Sincerely,
[Your Name]
[Your Position]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]