

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Agency Name]

[Agency Address]

[City, State, Zip Code]

Subject: Termination of Agency Agreement

Dear [Agency Contact's Name],

This letter serves as formal notice of termination of the agency agreement between [Your Company Name] and [Agency Name], effective [Insert Effective Date]. This decision has been made due to ongoing performance issues that have not been resolved despite previous discussions.

We value the efforts your agency has made; however, the lack of satisfactory results has led us to this decision. We believe it is in our best interest to seek other agencies that can meet our performance requirements.

Please ensure that all pending matters are concluded by the termination date, and return any company materials in your possession. We expect a final report and any outstanding invoices by [Insert Deadline].

Thank you for your cooperation throughout the duration of our agreement. We wish [Agency Name] success in its future endeavors.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Contact Information]