

Agency Agreement Termination Notice

Date: [Insert Date]

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

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

Dear [Recipient Name],

We regret to inform you that due to recent regulatory changes affecting our industry, we must terminate the agency agreement between [Your Company Name] and [Recipient Company Name], dated [Insert Agreement Date]. This decision is in compliance with the new regulations and is effective immediately.

We sincerely appreciate the partnership we have built together and thank you for your understanding in this matter. Please ensure that all outstanding matters are resolved by [Insert Final Resolution Date].

If you have any questions or require further clarification, please do not hesitate to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation.

Best regards,

[Your Signature (if sending hard copy)]

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