

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Agent's Name]

[Agent's Company]

[Agent's Address]

[City, State, Zip Code]

Subject: Termination of Agency Agreement

Dear [Agent's Name],

I hope this message finds you well. I am writing to formally notify you of the termination of our agency agreement dated [Agreement Date]. Due to unforeseen financial constraints, we are unable to continue our partnership at this time.

As per the terms of the agreement, we are providing [insert number of days, if applicable] days' notice of termination, effective [Termination Date]. We appreciate the efforts you have made on behalf of [Your Company] and value the relationship we have built.

Please ensure that all outstanding matters are settled by the termination date. If you have any final invoices or documents that require our attention, feel free to send them by [Deadline for Submission].

Thank you for your understanding. We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Your Company]