

# Agency Agreement Termination Notice

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Agency Name]  
[Agency Address]  
[City, State, Zip Code]

## **Subject: Termination of Agency Agreement by Mutual Consent**

Dear [Agency Representative's Name],

We hereby acknowledge and mutually agree to terminate the Agency Agreement dated [Original Agreement Date] between [Your Name/Your Company Name] and [Agency Name]. This termination shall be effective as of [Effective Termination Date].

We appreciate the collaboration and services rendered during the course of this agreement and wish each other continued success in future endeavors.

Please confirm receipt of this notice.

Thank you.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Name]  
[Your Position]  
[Your Company Name]