

Termination Notice for Agency Agreement

Date: [Insert Date]

To: [Agency Name]

Address: [Agency Address]

Dear [Agency Contact Name],

We are writing to formally notify you of the termination of the Agency Agreement between [Your Company Name] and [Agency Name], dated [Original Agreement Date], due to non-compliance with the terms outlined in the agreement.

The specific reasons for this termination include:

- [Reason 1]
- [Reason 2]
- [Reason 3]

Please consider this letter as the official notice of termination, effective [Effective Termination Date]. We request that you cease all activities associated with the agreement immediately.

Should you have any questions or require further clarification regarding this notice, please do not hesitate to contact us at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[Your Company Phone Number]

[Your Company Email]