

Agency Agreement Termination Notice

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Agency Name]

[Agency Address]

[City, State, Zip Code]

Dear [Agency Contact Name],

I am writing to formally notify you of my decision to terminate our agency agreement, effective [Insert Termination Date]. This decision is being made for personal reasons that require my immediate attention.

I appreciate the opportunities that have come from our collaboration and wish you and your team continued success in the future.

Thank you for your understanding.

Sincerely,

[Your Name]