

Agency Agreement Termination Notice

Date: [Insert Date]

[Agency Name]

[Agency Address]

[City, State, Zip Code]

Dear [Agency Contact Name],

We regret to inform you that, due to redundancy, we are terminating our agency agreement effective [Insert Termination Date]. This decision was made after careful consideration of our current operational needs.

We appreciate the services you have provided during our collaboration and wish you the best in your future endeavors.

Please acknowledge receipt of this notice by signing below.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

Signature: _____

Date: _____