

Agency Agreement Termination Notice

Date: [Insert Date]

To: [Agency Name]

Address: [Agency Address]

Dear [Agency Contact Name],

Subject: Termination of Agency Agreement

We hereby provide you with notice of termination of the Agency Agreement between [Your Company Name] and [Agency Name], effective [Termination Effective Date].

This decision has been made due to our recent business relocation to [New Location], which necessitates a reevaluation of our existing agreements and partnerships.

We appreciate the services you have provided during our collaboration and wish to ensure a smooth transition. Please let us know if there are any formalities you would like us to address prior to the termination date.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]