

Agency Termination Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Today's Date]

[Recipient's Name]

[Recipient's Job Title]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Re: Termination of Agency Relationship

I hope this letter finds you well. It is with regret that I am writing to formally terminate the agency relationship between [Your Company/Organization Name] and [Recipient's Company/Organization Name]. This decision has been reached after careful consideration and evaluation of our business needs and objectives.

Effective termination date: [Termination Date]

Reason for termination:

[Explain the reason for the termination briefly. It could be due to performance issues, changes in business strategy, financial reasons, or any other valid cause.]

Transition plan:

In order to facilitate a smooth transition, we request that all outstanding work and projects be completed and delivered to us by the effective termination date. Furthermore, any proprietary information, documents, or materials belonging to [Your Company/Organization Name] must be

returned promptly. We will ensure a prompt settlement of any outstanding payments or fees owed to your agency for services rendered up to the termination date.

Confidentiality:

Both parties shall continue to respect the confidentiality of any sensitive information obtained during the course of our agency relationship, even after its termination.

Thank you:

We appreciate the efforts and contributions your agency has made during our collaboration. While the termination of this relationship is regrettable, we believe it is in the best interest of both parties to move forward separately.

If there are any questions or concerns regarding this termination, please do not hesitate to contact me at [Your Email Address] or [Your Phone Number].

Wishing you success in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company/Organization Name]