

Casual Email for Agency Termination

Subject: Ending Our Agency Partnership

Hi [Agency Name],

I wanted to reach out personally to let you know that we will be ending our agency relationship effective [Date]. This decision was not easy but aligns with our current business direction.

Thank you for your support and all the hard work youâ€™ve put in. We hope to possibly collaborate again in the future.

Best regards,

[Your Name]

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