

Termination Letter with Appreciation

Subject: Termination of Agency Agreement

Dear [Agency Name],

We are formally terminating our agency agreement effective [Termination Date]. We would like to express our sincere appreciation for the professional services and dedication you have provided over the course of our partnership.

Please coordinate with our team to ensure all pending matters are properly closed.

Warm regards,

[Your Name]

[Title/Position]

[Company Name]

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