

Actor Name

Actor Address, Phone, Email, Website, etc.

[Date], 2014,

Agent Name
Agency
Agency Address

Dear [Agent],

I have decided to move on from [Agency]. As I understand the termination clause in our agreement, either of us may terminate the relationship at any time in writing, and I am choosing to do so with immediate effect. I originally sent this letter by email with a cc to [Assistant] and am now following up with a hard copy for your records.

Thank you very much for all of the work you have done on my behalf over the last year and a half. I know you worked hard and I very much appreciate it, and I will make sure that any future commissions for work you helped me procure are paid to you.

I understand there is still the possibility of a callback on the [outstanding project], and I understand that you are of course entitled to commission on that if I happen to book it.

Thank you again and all the best,