

Date:

Agent's Name:

Business Name:

Address:

City:

State:

Postcode:

Notice of Termination of Overseas Educational Agreement

Dear <insert agent name >

I am writing to you in relation to the educational representative agreement between ACTS and <insert agent name>. The contract was effective between <insert start date> and <insert end date>. It has come to our attention that <insert agent name> has <insert reason>. As you have failed to meet the obligations of the contract, we hereby give you notice that under the conditions of the termination clause we are terminating the agreement effective from <insert date>.

As outlined in the agreement you are required to:

- Submit all applications and fees to <insert organisation> up to the date of termination,
- Cease to use any of our promotional material and return any materials and resources that have not been used.

If you wish to discuss this decision further, please contact reception at ACTS. We thank you for your support and wish you future success in your business.

Kind regards

<insert name>