

*Thank you for choosing Axia as your new agency. You made the right choice! To make your transition easier, we've provided a template to help you cancel your current provider's services. If you'd like to use it, simply complete the details in brackets and customize it as needed, then send it to the appropriate contact. This template is designed to streamline the process and ensure a smooth transition to Axia.*

(Note: Be sure to remove the brackets after replacing the placeholder text with your details.)

[Date]

[Name of Recipient]

[Title]

[Incumbent Agency Name]

[Address]

[Address 2]

[City], [State] [Zip Code]

Dear [First Name of Recipient],

We appreciate the services [Incumbent Agency's Name] has provided us over the past [number] years.

However, [Your Company Name] has realigned its strategy and direction. To that end, we're submitting this written notice to cancel the services we receive from your organization, effective [date].

We expect [Incumbent Agency Name] to continue providing services until then and facilitate a smooth transition. As our signed agreement requires, we will honor our remaining payments, timeline, and commitments. We appreciate your team's cooperation and continued commitment in the upcoming weeks.

Thank you for your services. We wish you and [Incumbent agency name] all the best.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Address]

[Your City], [Your State] [Your Zip Code]

[Your Phone Number]

[Your Email]