

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Real Estate Agent's Name]
[Real Estate Agency's Name]
[Address]
[City, State, ZIP Code]

Dear [Real Estate Agent's Name],

I am writing to formally terminate our professional relationship as my real estate agent, effective immediately. After careful consideration, I have decided to pursue other options for my real estate needs.

I appreciate the effort and time you have dedicated to assisting me in the past. However, I believe it is in my best interest to explore different avenues at this time. Therefore, I kindly request that you cease any ongoing efforts related to my real estate transactions, including the representation of my interests.

Please arrange for the return of any relevant documents, keys, or other materials in your possession that pertain to my real estate matters. Additionally, I request that you provide me with a final statement detailing any outstanding fees or expenses that may be owed.

I would appreciate your prompt acknowledgment of this termination letter and confirmation that all necessary steps will be taken to conclude our professional relationship smoothly.

Thank you for your understanding in this matter. Should I require real estate services in the future, I will not hesitate to reach out to you or your agency.

Wishing you success in your future endeavors.

Sincerely,

[Your Name]

Feel free to customize the letter according to your specific situation, including adding any relevant details or modifying the tone to suit your needs. It's important to keep a professional and courteous tone throughout the letter.

