{{Carrier Header}}

[[DATE]]

[[Producer Full Name]]  
[[Producer Address Lines]]  
[[Producer City/State]]  
  
Agent ID: [[Agent Code]]  
  
Dear [[Producer Full Name]]:

In accordance with the termination provision of your Producer Agreement with Sons of Norway, please accept this letter as formal and written notification that your state appointment(s) and contract have been terminated effective [[Termination Date]].  
  
Termination reason: [[Termination Reason]].

Please note that any business dated prior to the termination date but received after the date of this notice will be paid as earned.  
  
All supplied policyholder lists and marketing materials used to market our Company's products must be returned, and any monies in your possession belonging to the Company for a policyholder or applicant must be submitted to the Home Office within ten (10) days of the termination date shown above.  Failure to return these items can cause a delay in payment of future commissions.  
  
If you have any questions or concerns, you may contact our office at [[Carrier Phone]].

Sincerely,

**Sales Department**

**Sons of Norway**

*The information contained in this message is confidential. The message is intended solely for the addressee(s). If you are not the intended recipient, you are hereby notified that any use, dissemination, or reproduction is strictly prohibited and may be unlawful. If you are not the intended recipient, please contact the sender by return e-mail and destroy all copies of the original message.*

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