Date

Name
Address
City, State, Zip

Dear [NAME],

As per our discussion, your contract with Entourage Real Estate regarding the property at [INSERT PROPERTY ADDRESS] is hereby terminated. While I strive to ensure every client gets their home sold in a timely manner and for the price they desire, that unfortunately isn't always the case.

I appreciate you giving me the opportunity to do business with you, and should you have any other real estate needs in the future or you have any questions, please don't hesitate to contact me at [PHONE].

Sincerely,

[NAME]

[TITLE]