



## SAMPLE LETTER | Client Termination

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[DATE]

New York State Commission on Ethics and Lobbying in Government  
540 Broadway  
Albany, New York 12207

ATTN: Lobbying Compliance – [BIENNIAL PERIOD] Termination

**Please accept this as notice of Termination for the following relationship:**

**Biennial Period of Registration:** [ Biennial Period ]  
\_\_\_\_\_  
**Contractual Client Name:** [ Contractual Client Name ]  
\_\_\_\_\_  
**Beneficial Client Name(s):** [ Beneficial Client Name(s) ]  
\_\_\_\_\_  
**Principal Lobbyist Name:** [ Principal Lobbyist Name ]  
\_\_\_\_\_  
**Contract End Date:** [Contract End Date] - provided in most recent Agreement/Contract  
\_\_\_\_\_  
**Termination Effective Date:** [Termination Effective Date]  
\_\_\_\_\_

In addition, the reporting requirements of **APPLICABLE SECTION(S) OF THE LOBBYING ACT (REGARDING CLIENT SEMI-ANNUAL REPORT(S) AND/OR BI-MONTHLY REPORT(S))** have been (or will be) met.

**CONTRACTUAL CLIENT SIGNATURE**

\_\_\_\_\_  
**AUTHORIZED PERSON [NAME] and [TITLE]**

\_\_\_\_\_  
**DATE**