



## SAMPLE LETTER | Individual Lobbyist Termination

*Terminate an Individual Lobbyist from the online profile of the Principal Lobbyist*

[DATE]

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

ATTN: Lobbying Compliance – [BIENNIAL PERIOD] Individual Lobbyist Termination

Please accept this as notice of Termination for [INDIVIDUAL LOBBYIST NAME] for the following relationship(s):

**Biennial Period of Registration:** [ Biennial Period]

**Principal Lobbyist Name:** [ Principal Lobbyist Name]

**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)) for this Individual Lobbyist have been (or will be) met.

**PRINCIPAL LOBBYIST SIGNATURE**

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

\_\_\_\_\_  
DATE