



SAMPLE LETTER | Registration Termination

[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]

Principal Lobbyist Name: [Principal Lobbyist Name]

Contractual Client Name: [Contractual Client Name]

Beneficial Client Name(s): [Beneficial Client Name(s)]

Contract End Date: [Contract End Date] - provided in most recent Agreement/Contract

Form Confirmation Number(s): [LRO, LRA, PRO, PRA]

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.

PRINCIPAL LOBBYIST SIGNATURE

AUTHORIZED PERSON [NAME] and [TITLE]

DATE