|  |  |
| --- | --- |
| **Authorization Letter** | [Email] |
| Revocation of Authority | [Address] |
|  | [Phone] |

**Subject:** Revocation of Authorization Letter

Dear [Recipient's Name],

I am writing to formally notify you that the authorization previously granted to [Agent's Name] as our representative has been revoked, effective immediately. This decision has been taken as [Agent's Name] is no longer representing [Principal's Organization]. Therefore, they no longer possess the authority to act on our behalf.

Kindly ensure that all future communication is directed to our new authorized representative.

Thank you for your understanding and cooperation during this transition.

Sincerely,

[Your Name]

[Your Title/Position]

[Your organization]