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

TO [Receiver Name] [Receiver Title]

**Subject:** Revocation of Authorization Letter

Dear [Recipient's Name],

We are writing to inform you that we have decided to revoke the authorization previously granted to [Agent's Name] due to contractual obligations. The revocation will be effective from [Effective Date].

We appreciate your understanding during this transitional period and request your cooperation in directing all future interactions to our new designated representative.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title/Position]

[Your organization]