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| |  | | --- | |  | | **Authorization Letter**  Revocation of Authority | |  | | To  [Receiver Name]  [Receiver Title]  [Addess]  [Email] | |  | | From  [Sender Name]  [Sender Title]  [Addess]  [Email] | | |  | | --- | | **Subject:** Revocation of Authorization Letter  Dear [Recipient's Name],  I hope this letter finds you well. We are writing to inform you that due to recent organizational restructuring at [Your Organization], we have decided to revoke the authorization previously granted to [Agent's Name].  This revocation will take effect 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] | |