|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  | | --- | |  | | **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. I am writing to inform you that the authorization previously granted to [Agent's Name] on behalf of [Principal's Organization] has been revoked, effective immediately. This decision has been made due to serious breaches of trust and misconduct on the part of the Agent.  As the Principal, I am taking this action to safeguard the interests and reputation of our organization. | | Kindly acknowledge this revocation and refrain from engaging in any further interactions with [Agent's Name] on our behalf. Going forward, please direct all communication and matters to [Contact Person/Department] within our organization. | |  | | Thank you for your understanding and cooperation in this matter. | |  | | Sincerely, | | [Your Name]  [Your Title/Position]  [Your organization] | |