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| |  | | --- | | **Authorization Letter**  Revocation of Authority |  |  | | --- | | To  [Receiver Name]  [Receiver Title]  [Addess]  [Email] | |  | | From  [Sender Name]  [Sender Title]  [Addess]  [Email] | |  |
| Dear [Recipient's Name] |
| I am writing to inform you that we have decided to revoke the authorization previously granted to [Agent's Name] due to unacceptable misconduct. The revocation will be effective from [Effective Date].  We kindly request your understanding and support during this period of change.  Please direct all future correspondence to our new designated representative.    Thank you for your cooperation.    Sincerely,  [Your Name]  [Your Title/Position]  [Your organization] |