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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],

I am writing to inform you that we have decided to revoke the authorization previously granted to [Agent's Name] due to their inappropriate actions while representing our organization. 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]