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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to inform you that the authorization previously granted to [Agent's Name] on behalf of [Principal's Organization] has been revoked, effective from [Agent's Name]. This decision is due to concerns regarding [Agent's Name]'s competence in handling our affairs. As the Principal, I believe it is in our organization's best interest to withdraw the authorization.

Please ensure all future communication is directed to our new designated representative.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title/Position]

[Your organization]