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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am writing to formally notify you that the authorization previously granted to [Agent's Name] as our representative has been revoked, effective immediately. This decision has been taken due to [Agent's Name]'s failure to meet the performance expectations set forth by [Principal's Organization].

As the Principal, it is essential for us to have competent and reliable representation. Kindly ensure all future communication is directed to our new authorized representative.

Thank you for your understanding and cooperation during this transition.

Sincerely,

[Your Name]

[Your Title/Position]

[Your organization]