

Cancellation of Authorization Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title/Position]

[Organization Name]

[Address]

[City, State, Zip Code]

Subject: Cancellation of Authorization Letter

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request the cancellation of the authorization previously granted to [Authorized Person's Name] on [date], through the Authorization Letter dated [date].

Due to [reason for cancellation - you may provide a brief explanation if you feel it's necessary], I have decided to revoke the authorization granted to [Authorized Person's Name] with immediate effect.

Please take the necessary steps to ensure that [Authorized Person's Name] is aware of this cancellation and that they no longer have any authority to act on my behalf in any matter, effective immediately from the date of this letter.

I kindly request you to confirm the cancellation in writing and provide a written acknowledgment to me at your earliest convenience.

Thank you for your prompt attention to this matter. Should you require any additional information or

have any questions, please feel free to contact me using the details provided above.

I appreciate your understanding and cooperation in this regard.

Sincerely,

[Your Name]