

Professional and official cancellation letter

Dear [Recipient Name],

I am writing to formally revoke the authorization granted to [Authorized Person/Organization] on [Date] regarding [Scope of Authorization]. Please consider this letter as immediate cancellation of all permissions associated with this authorization.

Kindly confirm the receipt of this cancellation and ensure that no further actions are undertaken under the previous authorization.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Contact Information]

Get more templates here:

<https://www.lettersandtemplates.com/letters/cancellation-of-authorization-letter>