

Structured professional letter for formal organizations

To Whom It May Concern,

This letter serves as official notice that the authorization granted to [Employee/Representative] on [Date] for [Purpose] is hereby cancelled. Effective immediately, [Authorized Party] is no longer permitted to act on behalf of [Your Name/Company].

Please update your records and confirm receipt of this cancellation.

Sincerely,

[Your Name]

[Title/Position]

[Company Name]

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