

[Your Name/Organization Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Agent/Agency Name]

[Contact Person Name]

[Agency Address]

[City, State, Zip Code]

RE: NOTICE OF REVOCATION OF AGENCY CONTRACT

To [Name of Agent/Representative],

This letter serves as formal notification that I am officially revoking and terminating the agency relationship and contract between [Your Name/Organization] and [Agent/Agency Name], effective as of [Effective Date].

As of the effective date, all authority previously granted to you to act on my behalf, represent my interests, or enter into agreements in my name is hereby withdrawn. You are no longer authorized to perform any duties or conduct any business as my agent.

Pursuant to this revocation, I request that you:

- Cease all activities and representations regarding my affairs immediately.
- Return all original documents, files, records, and property belonging to me within [Number] days.
- Provide a final accounting of all transactions or actions taken up to the date of this revocation.
- Notify any relevant third parties of this termination as required by our previous agreement.

Please acknowledge receipt of this notice in writing. Should you have any questions regarding the transition of pending matters, please contact me directly at [Your Phone Number].

Regards,

[Your Signature]

[Your Printed Name]