

Date: [Insert Date]

To: [Recipient Name/Representative]

Entity: [Agent/Agency Name]

Address: [Street Address, City, State, Zip Code]

RE: NOTICE OF IMMEDIATE REVOCATION OF BINDING AUTHORITY

Dear [Recipient Name],

This letter serves as formal notification that your binding authority on behalf of [Your Company Name] is revoked, effective immediately, [Insert Date and Time].

This action is being taken as a direct result of documented infractions regarding our corporate Code of Conduct. Specifically, it has been determined that the following violations occurred:

- [Detail specific infraction 1]
- [Detail specific infraction 2]

Pursuant to this revocation, you must adhere to the following instructions:

1. **Cease All Activity:** You must immediately stop quoting, binding, or altering any insurance coverage or legal commitments in the name of [Your Company Name].
2. **Notification:** Do not issue any new binders, certificates of insurance, or endorsements moving forward.
3. **Document Return:** Return all proprietary materials, manuals, and physical/digital underwriting documents to our office within [Number] business days.
4. **System Access:** Your access to [Name of Software/Portal] has been deactivated.

Please be advised that [Your Company Name] will not honor any risks bound or commitments made after the effective date and time of this notice. We reserve the right to pursue further legal remedies regarding the aforementioned conduct violations.

Please acknowledge receipt of this letter by signing below and returning a scanned copy to [Email Address].

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

Acknowledgment of Receipt:

[Recipient Signature]

[Date]