

[Your Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Recipient Name or Department]
[Company or Organization Name]
[Address]
[City, State, Zip Code]

RE: Notice of Revocation of Settlement Agreement

Dear [Recipient Name],

I am writing this formal letter to notify you that I am exercising my right to revoke the settlement payment agreement signed on [Date the agreement was signed].

According to the terms specified in the agreement under the [Section/Clause Number, if known] regarding the "Revocation Period" or "Cooling-off Period," I am entitled to cancel this agreement within [Number of days] days of execution. This letter serves as my formal notice within that timeframe.

As a result of this revocation, the agreement is now null and void. I understand that any payments scheduled to be made under this agreement should be cancelled immediately, and any funds already exchanged must be returned as per the legal requirements of the revocation clause.

Please acknowledge receipt of this revocation in writing and confirm that the settlement file has been updated to reflect that the agreement is no longer in effect.

Sincerely,

[Signature]
[Your Printed Name]

Certified Mail Receipt Number: [Optional Number]