

Your Name  
Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date

Recipient Name  
Recipient Title  
Company/Organization Name  
Address  
City, State, Zip Code

Dear [Recipient Name],

I am writing to formally object to the unauthorized involvement of [Individual's Name] in [specific matter or issue]. It has come to my attention that [describe the situation briefly and clearly, specifying the unauthorized actions taken by the individual].

As per [reference any relevant policy, law, or agreement], I believe that [Individual's Name] does not have the authority or justification to participate in this matter. I request that immediate action be taken to rectify this situation, ensuring that [explain what you expect to happen, such as withdrawal of the individual's involvement].

Thank you for your attention to this matter. I look forward to your prompt response and resolution of this issue.

Sincerely,  
[Your Name]