

# **Business Transaction Authorization Withdrawal**

Date: [Insert Date]

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient's Name]

[Recipient's Job Title]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally withdraw the authorization for the business transaction previously discussed on [Insert Date]. The transaction includes [Brief Description of the Transaction].

After careful consideration, we have decided to halt this transaction due to [Reason for Withdrawal].

Please confirm the withdrawal of authorization by [Insert Deadline Date]. If you have any questions, feel free to contact me directly.

Thank you for your understanding.

Sincerely,

[Your Signature]

[Your Name]

[Your Job Title]

[Company Name]