

Power of Attorney Revocation Announcement

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Revocation of Power of Attorney

Dear [Recipient's Name],

I am writing to formally announce the revocation of the Power of Attorney granted to [Attorney-in-Fact's Name] on [Original Date of Power of Attorney]. This decision has been made effective immediately as of [Effective Date].

All powers, rights, and privileges previously granted to [Attorney-in-Fact's Name] are hereby revoked and canceled. I request that you acknowledge this revocation and update your records accordingly.

If you require further information or documentation, please feel free to reach out to me directly at the contact information provided above.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]