

Revocation of Temporary Access Credentials

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to formally notify you of the revocation of your temporary access credentials effective immediately. This decision has been made in accordance with our company policy and security protocols.

We appreciate your understanding in this matter. Should you have any questions or require further assistance, please do not hesitate to contact us.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]