

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Recipient Name]
[Recipient Title]
[Recipient Company Name]
[Recipient Address]

Subject: Official Acknowledgment of Third-Party Contact Termination

Dear [Recipient Name],

This letter serves as formal acknowledgment that all professional contact and representation between [Your Company Name] and [Name of Third-Party Individual/Entity] has been officially terminated, effective [Effective Date].

In accordance with this termination, [Name of Third-Party] is no longer authorized to act on our behalf, access our accounts, or engage in any communication regarding our business interests. Please ensure that all records are updated to reflect that they are no longer an authorized point of contact for our organization.

From this date forward, all inquiries, documentation, and correspondence should be directed to:

[New Contact Name/Department]
[Email Address]
[Phone Number]

We request a written confirmation of receipt for this notice and verification that your records have been updated accordingly.

Thank you for your cooperation in this transition.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]