Revocation of Power of Attorney

- If you have a Power of Attorney in place and you want to terminate it, use this sample template.
- I would mail this via certified/registered mail with a Return Receipt attached (the little green postcard you get at the post Office) you want proof that the Attorney-in-Fact has actually received this letter.
- The first part of the Memorandum should be completed, and distributed to the Attorney-In-Fact along with a copy of the Revocation of Power of Attorney.

Date:	[Month, Day, Year]	
То:	[Name of the Attorney-In-Fact]	
From:	[Owner/Founder]	
Subject:	Revocation of Power of Attorney	
	ce to you of my "Revocation of Power of Attorney" in order to formally termin my behalf as my Attorney-In-Fact.	inate
You will no longer	e required nor have my authorization to act on my behalf.	
I very much apprec	te your services.	
Thank you very mu	h!	

From JIAN

NOTICE:

We wish we could provide an agreement that was tailored *exactly* to your business. While this is not always possible, we feel that we've come very close and that this document provides you with the head-start that you need to get your deal moving. Nevertheless, we must make this disclaimer:

- Do Not Use This Agreement 'As-Is.'
- This Agreement Is Not Legal Advice.
- Read it Thoroughly and Make All Appropriate Changes to Fit Your Requirements.
- You Should Have this Agreement Reviewed and Approved by a Qualified Attorney at Law Before Using It.
- JIAN Accepts No Liability for the Effectiveness of This Document For Your Purposes.

Free Access to Attorneys, Accountants & Consultants in Your Area

We're building a network of hiness experts who are eager to help you when you need it. They can review your work, make suggestions, handle unique situations and introduce you to influential people. On our website you can search by expertise and location, then e-mail or jump straight to their website. Although they are professionals and charge for their services, most offer an initial consultation free of charge. They're in your area and you can contact them directly.

Please visit our website under Expert Referral Network.

Ongoing Update Service Keeps You Current

Things change, laws change, the world changes... new ideas come along all the time. When you register, you can access our website to get updates and changes... like new and improved spreadsheets and documents. They can be downloaded directly to your computer.

- Please visit our website under <u>Updates</u>.
- Remember to bookmark our website: www.JIAN.com

Editing Your Sample Contract

Since this entire agreement is formatted in Word, you can edit it like any other Word document. You can jump from variable to variable by clicking the above \longleftrightarrow green arrows (JIAN Menu) which will take you forward / backward and highlight the entire sample text identified within the "[]" brackets – simply edit / type-over with your information.

To make sure your have filled in all the variables, use Word's 'FIND' function to locate any "[]" which may contain an unedited variable.

- Click the icon in the JIAN menu above to turn the expert comments on/off.
- Upon completion, delete any unnecessary blank lines that remain.
- You may format this document any way you like.
- Delete this page.

Revocation of Power of Attorney

- This introductory paragraph lists the date and the parties to this Agreement. We formatted this agreement uniquely to make it easy on others (judge, arbitrator(s), etc. God forbid) to readily understand who is involved, when the agreement begins and some basic summary background information.
- Section 1 refers to the original Power of Attorney Agreement.
- Insert the appropriate names and addresses, dates, etc.

[Owner/Founder]

Witness

Effective Date	[Date]	
Client	[Owner/Founder],	
Residing at	_[Address] ity], [State] [Zip Code]	
Attorney-in-Fact	[Attorney-In-Fact],	
Offices located at	[Address, City, State, Zip]	
 Description of Power of Attorney Know all people by these presents, that Client, did by an instrument dated [Enter the date of the original Power of Attorney Agreement], constitute and appoint [Attorney-in-Fact], my true and lawful Attorney-in-Fact for me, to perform any and all acts which I could perform if I were personally present. Revocation of Power of Attorney In Section 2, you revoke the power of attorney you granted to the Attorney-In-Fact. 		
Name the Attorney-In-Fact		
given by that instrument to [Att	d make void the instrument described above and all power to act for me torney-in-Fact].	
You should sign this Agre	eement in the presence of a Notary Public. (Next page.)	
Understood, Agreed & Accepted In witness of this, I have set my hand and seal as of the Effective Date first written above.		

Witness



Notary Public

Set this page up for the Notary Public to simply sign and stamp (bring your ID). State of [State] Social Security Number County of [County] The above named, being first duly sworn on oath, say: That s/he has read and knows the contents of this document and that the document is true to his / her knowledge, that s/he did sign and seal the above document and that the signing and sealing is his / her free act and deed. Principal Before me, the undersigned authority, personally appeared, who after being duly sworn, acknowledged execution of the preceding instrument. Sworn to and subscribed before me this [Month, Day, Year]. Notary Public Commission Expiration Date

Address