


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]**

To: **[Name of the Attorney-In-Fact]**


From: **[Owner/Founder]**

Subject: **Revocation of Power of Attorney**

Attached is my notice to you of my “Revocation of Power of Attorney” in order to formally terminate your powers to act on my behalf as my Attorney-In-Fact.

You will no longer be required nor have my authorization to act on my behalf.

I very much appreciate your services.

Thank you very much!


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  business 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.


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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 [Updates](#).
- 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  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 you 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.

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