TO: [Type Name Here]

FROM: [Type Name Here]

DATE: [Type in Date]

SUBJECT: Revocation of Research Foundation Delegation of Authority

Thank you for serving as [fill in position] at the [insert campus].  Effective immediately, the delegation of authority issued by [insert name of individual that delegated authority previously] on [insert date of last delegation of authority] is hereby revoked.

If you have any questions please contact [Insert OM or Deputy].