

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

|                      |      |                      |
|----------------------|------|----------------------|
| Name                 | Date | Return address:      |
| Address Line         |      | Company              |
| City, State Zip Code |      | Address Line 1       |
|                      |      | Address Line 2       |
|                      |      | City, State Zip Code |

Re: Relief of Delegated Responsibilities

Dear :

As of Date you are officially relieved of your delegated duty to purchase all of the office supplies. We have secured a vendor who is willing to have these supplies delivered to our office on a timely basis.

If you have any questions concerning this change in office procedure, please do not hesitate to contact me.

Sincerely,

N A M E