

**SAMPLE LETTER**

*(should be transcribed onto your letterhead)*

*Date*

*Name of Previous Customs Broker*

*Address*

*Address*

*Address*

To whom it may Concern,

Please note that effective \_\_\_\_\_ *(insert date)* \_\_\_\_\_ we hereby cancel and revoke any and all Powers of Attorney or General Agency Agreements held by your company.

We will not be responsible for payment of any invoices relating to shipments cleared, or work performed by your firm after this date.

Please turn any paperwork you may receive over to:

**P. Mines Customs Services Inc.**

P.O. Box 1197 (28 Princess street)

Fort Erie, Ontario, L2A 5Y2

Tel: 905-871-7434 or 1-800-461-1010

Fax 905-871-4926 or 1-800-363-5037

Please note a toll free phone and fax number have been provided for this purpose.

Yours truly,

*Your Name*

*Your Title*