

**SAMPLE PAC REVOCATION LETTER**

CERTIFIED MAIL, RETURN RECEIPT REQUESTED

\_\_\_\_\_ (Appropriate Union Officer)

\_\_\_\_\_ (Union Name)

\_\_\_\_\_ (Union Address)

Dear Sir:

I am employed by \_\_\_\_\_ (employer) \_\_\_\_\_. Effectively immediately, I revoke any authorization I made to contribute to the Union’s political action committee [fill in name of PAC if you are aware of it with the following “including but not limited to \_\_\_\_\_“] and any authorization I may have made to permit my employer to deduct any money from my pay for the PAC.

If you refuse to accept this letter as effective to revoke any PAC authorization and to immediately end any deductions or collections, I ask that you promptly inform me, in writing, of exactly what steps I must take to effectuate my revocation of the PAC authorization.

Sincerely,

Name (Print)

Signature

Street Address

City, State and Zip Code

Date

cc: Employer’s Payroll/Personnel Department