

Automatic Payment Cancellation Letter

(Date)

Dear _____

I am writing you to inform you of a change in my banking relationship concerning my account number _____.

I currently have my _____ payment automatically withdrawn from my
(Name of vendor)

checking/savings account # _____ from _____ Bank on
the _____ of the month. I would like to cancel these monthly transactions, and
(1st, 15th, etc)

submit this letter as written notification of that intention.

I understand I need to give you at least two weeks notice prior to the next scheduled Transaction. Therefore, I expect the last transaction to be the one dated _____.
(date of last transaction)

Thank you for your prompt attention to this request.

Sincerely,

(Name)

(Address)

(Phone number)