

Cancellation of Automatic Billing

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request the cancellation of my automatic billing on my account with [Company Name]. My account number is [Your Account Number].

Please consider this letter as my official notice to discontinue all automatic billing effective immediately. I would appreciate a written confirmation of this cancellation at your earliest convenience.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]