

Directive to Freeze Recurring Charges

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Directive to Freeze Recurring Charges on Account [Account Number]

Dear [Recipient's Name],

I am writing to formally request the freezing of all recurring charges associated with my account number [Account Number], effective immediately. This directive is to ensure that no further charges are applied until further notice.

Please confirm the successful implementation of this request and provide any necessary documentation regarding the freeze on my account.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]