

# **Cancellation of Automated Payment Setup**

Date: [Insert Date]

To: [Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request the cancellation of my automated payment setup for my account with [Company Name], effective immediately. My account details are as follows:

Account Name: [Your Name]

Account Number: [Your Account Number]

Email associated with the account: [Your Email Address]

Please confirm the cancellation of the automated payments and rectify any scheduled transactions that may still occur after this date. If there are any further steps needed from my side, kindly let me know.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]