

Autopay Cancellation Letter for Phone Services

John Doe

123 Main Street

City, State, Zip Code

Email: johndoe@example.com

Phone: (123) 456-7890

Date: [Insert Date]

Customer Service Department

[Phone Service Provider Name]

[Provider Address]

[City, State, Zip Code]

Subject: Autopay Cancellation Request

Dear Customer Service Team,

I am writing to request the cancellation of my autopay arrangement for my phone service account associated with the number (123) 456-7890. My account number is [Account Number].

Due to [brief reason if you wish to provide], I would like to stop the automatic payments effective immediately. Please confirm the cancellation of my autopay and ensure no further payments are deducted from my account.

If you need any further information or require any confirmation from my side, please let me know at your earliest convenience.

Thank you for your prompt attention to this matter.

Sincerely,

John Doe