

Autopay Cancellation Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To:

[Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Subject: Request to Cancel Autopay for Utility Bill

Dear [Utility Company Customer Service/Specific Contact Name],

I am writing to formally request the cancellation of my autopay service for my utility bills associated with account number [Your Account Number]. I would like this cancellation to take effect immediately, or as soon as possible.

Please confirm the cancellation of my autopay service via email or phone at your earliest convenience.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]