

Cancellation of Recurring Payment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Credit Card Company Name]

[Customer Service Address]

[City, State, Zip Code]

Subject: Cancellation of Recurring Payment

Dear [Company Name],

I am writing to formally request the cancellation of my recurring payment associated with my credit card ending in [last four digits]. The details of the payment are as follows:

- Service/Product Name: [Service/Product]
- Payment Amount: [Amount]
- Payment Frequency: [Monthly/Quarterly/etc.]

Please consider this letter as an official notification to terminate the recurring payment effective [Desired Cancellation Date].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]