

Notice of Termination of Automatic Utility Payment Arrangement

Date: [Insert Date]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you that your automatic utility payment arrangement with [Utility Company Name] will be terminated effective [Termination Date]. After this date, you will need to make manual payments for your utility services.

If you have any questions or require further assistance regarding this change, please do not hesitate to contact our customer service team at [Customer Service Phone Number] or [Customer Service Email].

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Title]

[Utility Company Name]

[Utility Company Contact Information]