

Cancellation of Recurring Utility Payment Authorization

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Dear [Utility Company Name],

I am writing to formally request the cancellation of my recurring payment authorization for my utility bills. My account number is [Your Account Number].

Please consider this letter as my official notice to terminate any automatic debit or payment transactions associated with my utility account, effective immediately.

Thank you for your assistance in this matter. Please confirm the cancellation of my authorization at your earliest convenience.

Sincerely,

[Your Name]