

Cancellation of Utility Auto Payment

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Utility Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Utility Company Name],

I am writing to formally request the cancellation of my auto payment setup for my utility account with the following details:

- Account Holder Name: [Your Name]
- Account Number: [Your Account Number]
- Service Address: [Your Service Address]

Effective immediately, I would like to halt any further automatic deductions from my designated bank account. Please confirm the cancellation in writing and ensure no further withdrawals are made.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]