

Notification to Cease Automatic Payments

Date: [Insert Date]

To: [Utility Company Name]

Address: [Utility Company Address]

Subject: Request to Cease Automatic Payment Processing

Dear [Utility Company Customer Service],

I am writing to formally request the cessation of automatic payment processing for my utility account, effective immediately. My account details are as follows:

Account Name: [Your Name]

Account Number: [Your Account Number]

Service Address: [Your Service Address]

Due to personal circumstances, I have decided to manage my payments manually from this point forward. Please confirm the cancellation of the automatic payment processing via email or written correspondence.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]