

Letter of Intent to Cancel Automatic 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 Customer Service/Specific Person],

I am writing to formally notify you of my intent to cancel the automatic payment for my utility services account (Account Number: [Your Account Number]).

This cancellation will take effect on [Effective Date]. I understand that I will need to make arrangements for future payments manually going forward.

Please confirm the cancellation of the automatic payment and ensure that no further withdrawals are made from my account following the specified date.

Thank you for your attention to this matter. Should you have any questions or require further information, please feel free to contact me at the phone number or email address listed above.

Sincerely,

[Your Name]