

Notification of Discontinuation of Automatic Payments

Date: _____

To: [Utility Company Name]

Address: [Utility Company Address]

Dear [Utility Company Customer Service],

I am writing to formally notify you that I wish to discontinue my automatic payments for my utility services. My account number is [Your Account Number].

Please consider this letter as my official request to stop the automatic deductions from my bank account, effective immediately or on [desired effective date]. I will ensure that any remaining balance due is settled promptly.

If you need any further information or have questions regarding my request, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]