

Request to Cancel Automatic Utility Bill Payments

Dear [Utility Company Name],

I hope this message finds you well. I am writing to formally request the cancellation of my automatic utility bill payments associated with my account, [Your Account Number].

Due to [reason for cancellation, e.g., financial changes, moving to a new address], I would like to stop the automatic deduction from my bank account effective immediately.

Please confirm the cancellation of my automatic payments and ensure no further deductions are made from my account after [desired cancellation date].

Thank you for your prompt attention to this matter. If you require any further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]