

# Request to Stop Automated Utility Billing

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Utility Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Customer Service/Specific Contact Name],

I am writing to formally request the cancellation of my automated utility billing for my account, [Your Account Number]. I would like to stop any further automatic deductions from my bank account.

Please send me confirmation that my request has been processed, and that no further transactions will be made.

Thank you for your attention to this matter.

Sincerely,

[Your Name]