

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Dear [Utility Company Name],

I am writing to formally terminate my automatic payment arrangement for my utility services, effective immediately. My account number is [Your Account Number].

Please ensure that no further automatic payments are deducted from my bank account as of [specific date]. I appreciate your prompt attention to this matter.

If there are any final steps or confirmations required, please do not hesitate to contact me at [your phone number] or [your email address].

Thank you for your assistance.

Sincerely,

[Your Name]