

Utility Automatic Payment Cancellation Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

Customer Service

[Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Dear Customer Service,

I am writing to formally request the cancellation of my automatic payment arrangement associated with my utility account. My account number is [Insert Account Number].

Due to [brief reason for cancellation, e.g., "personal financial changes", "closing my bank account", etc.], I would like to ensure that no further automatic payments are deducted from my account.

Please confirm the cancellation of the automatic payment arrangement at your earliest convenience. If there are any further actions required from my side, kindly let me know.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]