

# Cancellation of Recurring Payment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to inform you that I wish to cancel my recurring payment for [service/product name], effective immediately. My account number is [your account number]. Please stop all future payments from my account.

I appreciate your prompt attention to this matter and request a confirmation of the cancellation.

Thank you for your assistance.

Sincerely,

[Your Name]