

# Cease Automatic Payment Instruction

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 formally request the cessation of any automatic payments from my account associated with [Account Number or Reference Number]. Please consider this letter as my official instruction to terminate all automatic payment arrangements effective immediately.

Should you require any further information to process this request, please do not hesitate to contact me at the above-mentioned phone number or email address. I would appreciate a confirmation of this action at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Name]