

Discontinuation of Automatic Payment Services

Sender's Name: [Your Name]

Sender's Address: [Your Address]

City, State, ZIP Code: [Your City, State, ZIP]

Email: [Your Email]

Phone Number: [Your Phone Number]

Date: [Insert Date]

Recipient's Name: [Recipient Name]

Company Name: [Company Name]

Company Address: [Company Address]

City, State, ZIP Code: [Company City, State, ZIP]

Dear [Recipient Name],

I am writing to formally request the discontinuation of the automatic payment services that are currently set up under my account ([Account Number or Reference Number]).

Please consider this letter as my official notice to terminate the automatic payment service effective immediately. I request that you stop any future transactions from being debited from my account.

Thank you for your prompt attention to this matter. Please confirm the cancellation of the service at your earliest convenience.

Sincerely,

[Your Name]