

# Withdrawal from Automatic Payment Plan

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 withdrawal of my participation in the automatic payment plan associated with my account number [Your Account Number].

As of [Effective Withdrawal Date], please discontinue any future automatic payments from my account. I would appreciate a confirmation of this request and any final statements pertaining to my account.

Thank you for your attention to this matter.

Sincerely,

[Your Name]