

Payment Cancellation:

Date: _____

Dear _____,

I'm writing to inform you of a change in my banking relationship concerning my account number _____.

I currently have my _____ payment automatically withdrawn from my checking/savings account# _____ from _____ Bank on the _____ of the month. I would like to cancel these monthly transactions, and submit this letter as written notification of that intention.

I understand that I need to give you at least two (2) weeks notice prior to the next scheduled transaction. Therefore, I expect the last transaction to be the one dated _____ (date of transaction).

Thank you for your prompt attention to my request.

Sincerely,