

Date: _____

Dear: _____,

I am writing to inform you of a change in my banking relationship regarding the following account number _____.

I currently have my _____ payment automatically withdrawn from my checking/savings account number _____ held at _____ on the _____ of each _____. I am submitting this letter as written notification of my intention to please cancel these transactions. I understand I will need to give you at least two weeks notice prior to the next scheduled transaction. I will anticipate the last transaction to be dated _____.

Thank you for your assistance in this matter.

Sincerely,

Name

Street

City, State and ZIP

Phone Number