

[Your Company Letterhead]

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Dear [Customer Name],

Subject: Cancellation of Direct Debit Authorization

We are writing to confirm the cancellation of your direct debit authorization for the account [insert account details or reference number], effective [insert effective date].

If you have any queries or require further assistance, please feel free to contact us at [Customer Service Phone Number] or [Customer Service Email].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Company Contact Information]