

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Bank/Company Name]  
[Bank/Company Address]  
[City, State, Zip Code]

Subject: Request for Cancellation of Direct Debit

Dear [Bank/Company Name],

I am writing to formally request the cancellation of my direct debit authorization for [mention the specific service or payment, e.g., "utility bills"] associated with account number [Your Account Number]. Please consider this letter as my official notice of cancellation, effective immediately.

I request that you cease all future payments from my account as of [insert date].

For your reference, below are the details of the direct debit arrangement:

- Account Name: [Your Account Name]
- Account Number: [Your Account Number]
- Reference Number: [Direct Debit Reference Number]

Please confirm the cancellation of this direct debit in writing. Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Typed Name]