

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

[Recipient's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Subject: Cancellation of Direct Debit

Dear [Recipient's Name],

I am writing to formally request the cancellation of my Direct Debit payment to [Company's Name] with account number [Your Account Number], effective immediately.

Please confirm the cancellation of this payment arrangement and ensure no further deductions occur from my account. If you require any further information to complete this process, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

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