

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

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

Subject: Cancellation of Direct Debit

Dear [Recipient Name],

I am writing to formally request the cancellation of my direct debit payment for account number [Your Account Number], which is currently set up with your company.

Please consider this letter as my official notice to cancel the direct debit effective immediately.

If you need any further information or confirmation, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]