

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

Dear [Recipient Name],

I am writing to formally request the cancellation of my direct debit arrangement with your company, effective immediately.

Account Holder Name: [Your Name]

Account Number: [Your Account Number]

Direct Debit Reference: [Your Direct Debit Reference]

Please confirm the cancellation of the direct debit in writing. I understand that any pending transactions will no longer be processed. Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature (if mailing a hard copy)]

[Your Printed Name]