

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

[Bank Name]  
[Bank Branch Address]  
[City, State, Zip Code]

Subject: Request for Cancellation of Direct Debit

Dear [Bank Manager's Name],

I am writing to formally request the cancellation of my Direct Debit instruction with your bank.

- Account Holder Name: [Your Name]
- Account Number: [Your Account Number]
- Direct Debit Reference: [DD Reference Number]
- Company Name: [Company/Organization Name]

Please consider this letter as my formal instruction to cancel my Direct Debit effective immediately.

Thank you for your prompt attention to this matter.

Sincerely,

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