

Date: \_\_\_\_\_

Dear: \_\_\_\_\_,

I am writing to inform you of a change in my banking relationship regarding the following account number \_\_\_\_\_.

I currently have my \_\_\_\_\_ payment automatically withdrawn from my checking/savings account number \_\_\_\_\_ held at \_\_\_\_\_ on the \_\_\_\_\_ of each \_\_\_\_\_. I am submitting this letter as written notification of my intention to please cancel these transactions. I understand I will need to give you at least two weeks notice prior to the next scheduled transaction. I will anticipate the last transaction to be dated \_\_\_\_\_.

Thank you for your assistance in this matter.

Sincerely,

\_\_\_\_\_  
Name

\_\_\_\_\_  
Street

\_\_\_\_\_  
City, State and ZIP

\_\_\_\_\_  
Phone Number