

Dear

I am writing to inform you of a change in my banking relationship concerning my account number

I currently have my _____ payment automatically withdrawn from my checking/savings account # _____ from _____ on the _____ of the month. I would like to cancel this monthly transactions, and submit this letter as written notification of my intention.

I understand I need to give you at least two weeks notice prior to the next scheduled transaction. Therefore, I expect the last transaction to be the one dated _____.

Thank your for your prompt attention to this request.

Sincerely,