

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I currently have my _____ payment automatically withdrawn from my checking/savings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 these 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,