

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

[Date]

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

RE: Notice to Stop Payment on Canceled Subscription

To Whom It May Concern,

I am writing to formally request that [Bank Name] stop all future automated payments or debits to [Company Name] from my account ending in [Last 4 Digits of Account Number].

I have officially canceled my subscription with [Company Name] as of [Date of Cancellation]. However, I wish to ensure that no further unauthorized charges are processed against my account.

Transaction Details:

- Merchant Name: [Company Name]
- Recurring Amount: \$[Amount]
- Frequency: [Monthly/Yearly]

I understand that there may be a fee associated with this stop payment order, which I authorize you to deduct from my account. Please provide written confirmation once this stop payment order has been processed.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]