

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

[Date]

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

**Subject: Preauthorized Draft Stop Payment Request**

To Whom It May Concern,

I am writing to formally request a stop payment on the following preauthorized electronic draft (ACH) from my account:

**Account Holder Name:** [Your Full Name]  
**Account Number:** [Your Account Number]  
**Company Name:** [Name of Company/Merchant Debiting the Account]  
**Amount:** [Exact Amount of Payment]  
**Next Scheduled Date:** [Date of Expected Draft]

I have already contacted the company named above to revoke my authorization for these transfers; however, I would like the bank to ensure that no further payments are processed for this merchant.

Please confirm in writing when this stop payment order has been placed and advise if there are any fees associated with this request. I understand that this request may only be valid for a specific period of time unless renewed in writing.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]  
[Your Printed Name]