

[Your Name]  
[Your Address]  
[Your Phone Number]  
[Your Account Number]

[Date]

[Financial Institution Name]  
[ACH Department or Customer Service]  
[Bank Address]

**RE: Notice of Unauthorized ACH Transfer and Stop Payment Request**

To Whom It May Concern,

I am writing to formally notify [Financial Institution Name] that an unauthorized ACH debit has been initiated or is scheduled to be withdrawn from my account. I did not authorize this transaction, or I have revoked any previous authorization provided to this originator.

Please stop payment on the following transaction(s):

- **Company/Originator Name:** [Name of Company]
- **Transaction Amount:** [Dollar Amount]
- **Date of Transaction:** [Date]
- **Recurring or One-Time:** [Specify]

Under the Electronic Fund Transfer Act (Regulation E), I am notifying you that this transfer is unauthorized. I request that you credit my account for any funds already withdrawn and ensure that no future transfers from this originator are processed.

I understand that there may be a fee associated with a stop payment order, and I authorize you to debit my account for that fee if applicable. Please provide written confirmation once this stop payment request has been processed.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]