

Date: [Current Date]

To,
The Branch Manager,
[Bank Name],
[Branch Name],
[City, State, Zip Code]

Subject: Cancellation of Standing Instruction for Account Number [Your Account Number]

Dear Sir/Madam,

I am writing to formally request the cancellation of the standing instruction currently active on my account. The details of the instruction are as follows:

- **Account Holder Name:** [Your Full Name]
- **Account Number:** [Your Account Number]
- **Instruction Reference Number (if known):** [Reference Number]
- **Beneficiary Name:** [Name of Receiver/Company]
- **Beneficiary Account Number:** [Receiver's Account Number]
- **Amount:** [Currency and Amount]
- **Frequency:** [Monthly/Quarterly/Yearly]

Please stop all future payments related to this instruction effective from [Date]. I confirm that I have settled any outstanding dues with the beneficiary directly (if applicable).

Kindly provide a written confirmation or an acknowledgment once this cancellation has been processed in your records.

Thank you for your prompt assistance in this matter.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Phone Number]
[Your Email Address]