

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

[Date]

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

Subject: Revocation of Standing Instruction

Dear Sir/Madam,

I am writing to formally request the immediate cancellation and revocation of the standing instruction currently active on my account.

The details of the instruction are as follows:

- **Account Holder Name:** [Your Name]
- **Account Number:** [Your Account Number]
- **Beneficiary Name:** [Name of Recipient/Company]
- **Payment Amount:** [Amount]
- **Frequency:** [Monthly/Quarterly/Annually]
- **Effective Date of Cancellation:** [Date]

Please ensure that no further payments are debited from my account regarding this specific instruction after the effective date mentioned above. I would appreciate a written confirmation once this request has been processed.

Thank you for your prompt attention to this matter.

Sincerely,

[Signature]

[Your Printed Name]