

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

To,
The Branch Manager,
[Bank Name]
[Branch Name]
[Bank Address]

Subject: Request for Termination of Standing Instruction

Dear Sir/Madam,

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

The details of the account and the instruction are as follows:

- **Account Holder Name:** [Your Name]
- **Account Number:** [Your Account Number]
- **Instruction Reference Number (if known):** [Reference Number]
- **Beneficiary Name:** [Name of Person or Company receiving the money]
- **Payment Amount:** [Currency and Amount]
- **Frequency:** [Monthly/Quarterly/Yearly]
- **Effective Date of Termination:** [Date you want the payments to stop]

Please stop all future payments related to this instruction effective from the date mentioned above. I would appreciate it if you could provide a written confirmation once this request has been processed.

Thank you for your prompt attention to this matter.

Sincerely,

[Signature]

[Your Printed Name]