

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

[Date]

[Name of Contact Person]
[Name of Creditor/Company]
[Address]
[City, State, Zip Code]

RE: Revocation of Payment Arrangement for Account Number: [Your Account Number]

Dear [Contact Person Name or Billing Department],

I am writing to formally notify you that I am revoking the current payment arrangement established on [Date Arrangement Started] regarding the above-referenced account.

Effective [Date of Revocation], please cancel any scheduled automatic withdrawals, direct debits, or recurring payments from my [Bank Account/Credit Card] associated with this specific arrangement. I am withdrawing my authorization for you to process these payments immediately.

This revocation is necessary due to [Optional: Brief reason, e.g., a change in my financial circumstances]. I understand that I remain responsible for the outstanding balance and I intend to [Optional: propose a new arrangement / contact you soon to discuss alternative payment options].

Please provide written confirmation that this payment arrangement has been cancelled and that no further automatic charges will be processed.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]