

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

[Date]

[Company Name]
[Company Address]
[City, State, Zip Code]

Subject: Formal Instruction to Terminate Direct Debit Authorization

To Whom It May Concern,

I am writing to formally request the immediate cancellation of the Direct Debit instruction associated with my account.

Please find the account details below:

- **Account Holder Name:** [Your Full Name]
- **Customer Reference Number:** [Your Account or Reference Number]
- **Bank Name:** [Your Bank Name]
- **Bank Account Number:** [Your Bank Account Number]
- **Sort Code / Routing Number:** [Your Sort Code or Routing Number]

This termination is effective as of [Date]. Please ensure that no further funds are withdrawn from my account after this date. I have also notified my bank of this cancellation.

Please provide written confirmation once this request has been processed and the Direct Debit has been successfully cancelled.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature (if sending by mail)]

[Your Printed Name]