

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

[Date]

[Bank Name]
[Bank Address]

Subject: Cancellation of Direct Debit Instruction

Dear Sir/Madam,

I am writing to formally request the cancellation of the following Direct Debit instruction on my account:

Account Holder Name: [Your Full Name]
Account Number: [Your Account Number]
Sort Code / Routing Number: [Your Sort Code or Routing Number]
Service Provider/Company Name: [Name of Company receiving payment]
Direct Debit Reference Number: [Reference Number if known]
Payment Amount: [Amount]
Cancellation Date: Effective immediately

Please ensure that no further payments are debited from my account in favor of this organization. I have also notified the company directly regarding this cancellation.

Please provide written confirmation once this instruction has been processed.

Yours faithfully,

[Signature]

[Your Printed Name]