

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

[Date]

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

**Subject: Formal Revocation of Direct Debit Authorization**

To the Bank Manager,

I am writing to formally instruct you to revoke the direct debit authorization on my account for the following merchant/company:

- **Account Holder Name:** [Your Name]
- **Account Number:** [Your Bank Account Number]
- **Sort Code / IBAN:** [Bank Details]
- **Merchant Name:** [Name of Company receiving payment]
- **Reference Number:** [Direct Debit Reference Number]
- **Amount:** [Optional: Amount typically debited]

Effective immediately, please stop all future payments to this company from the account mentioned above. I have also notified the merchant of this cancellation in writing.

Please provide written confirmation once this instruction has been processed and the direct debit has been successfully cancelled.

Thank you for your prompt attention to this matter.

Sincerely,

[Signature]

[Your Printed Name]