

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

[Date]

[Name of Organization/Company]
[Company Address]
[City, State, Zip Code]

Subject: Formal Withdrawal of Direct Debit Authorization

To Whom It May Concern,

I am writing to formally notify you that I am withdrawing my authorization for [Company Name] to debit funds automatically from my bank account.

Please cease all automatic withdrawals associated with the following account information:

- **Account Holder Name:** [Your Name]
- **Bank Name:** [Name of Bank]
- **Account Number (Last 4 Digits):** [#####]
- **Reference/Customer Number:** [Your Customer ID/Contract Number]

This revocation is effective immediately. I have also notified my financial institution to stop any future payment requests from your organization.

Please provide written confirmation that this authorization has been cancelled and that no further attempts to withdraw funds will be made.

Sincerely,

[Your Signature]

[Your Printed Name]