

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

[Date]

[Name of Bank/Organization]  
[Address of Bank/Organization]

**Subject: Cancellation of Direct Debit Mandate**

To Whom It May Concern,

I am writing to formally request the immediate cancellation of the following Direct Debit mandate associated with my account:

- **Account Holder Name:** [Your Full Name]
- **Account Number:** [Your Account Number]
- **Sort Code:** [Your Sort Code]
- **Service Provider Name:** [Name of Company being paid]
- **Instruction Reference Number:** [Reference Number, if known]

Please ensure that no further payments are taken from my account regarding this specific mandate effective from [Date].

I have also notified the service provider of this cancellation. Please provide written confirmation once this instruction has been processed.

Thank you for your prompt attention to this matter.

Yours sincerely,

[Your Signature]

[Your Printed Name]