

[Your Name]
[Your Address]
[City, Postcode]
[Date]

To: [Bank Name]
[Bank Address]
[City, Postcode]

Subject: Instruction to Cancel Direct Debit

Dear Sir/Madam,

I am writing to formally instruct you to cancel the following Direct Debit mandate currently active on my account:

Account Holder Name: [Your Full Name]
Account Number: [Your Account Number]
Sort Code: [Your Sort Code]
Service Provider/Company Name: [Name of Company being paid]
Reference Number: [Direct Debit Reference Number]

Please ensure that no further payments are made to this organization from the date of this letter. I have also notified the company of this cancellation.

Please provide written confirmation once this instruction has been processed.

Yours faithfully,

[Signature]

[Your Printed Name]