

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

[Date]

[Organization Name]
[Organization Address]
[Organization Postcode]

Subject: Termination of Direct Debit Mandate

Dear [Contact Name or Department],

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

- **Account Holder Name:** [Your Name]
- **Account Number:** [Your Bank Account Number]
- **Sort Code:** [Your Bank Sort Code]
- **Reference Number:** [Reference Number from Statement]

Please ensure that no further payments are withdrawn from my account under this mandate effective from [Date]. I have also notified my bank of this cancellation.

Please provide written confirmation that this mandate has been terminated and that your records have been updated accordingly.

Yours sincerely,

[Signature for printed letters]
[Your Printed Name]