

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

[Date]

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

**Subject: Cancellation of Automatic Bank Transfer Mandate**

Dear Bank Manager,

I am writing to formally request the cancellation of an automatic bank transfer (Standing Order/Direct Debit) currently active on my account.

Please find the details of the mandate below:

- **Account Holder Name:** [Your Name as it appears on account]
- **Account Number:** [Your Account Number]
- **Recipient Name:** [Name of the person/company receiving the money]
- **Recipient Account Number/Reference:** [Reference Number]
- **Transfer Amount:** [Currency and Amount]
- **Frequency:** [Monthly/Weekly/etc.]
- **Effective Date of Cancellation:** [Date]

Please ensure that no further funds are debited from my account regarding this specific mandate after the effective date mentioned above. I would appreciate a written confirmation once this cancellation has been processed.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]  
[Your Printed Name]