

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

[Date]

[Company or Bank Name]  
[Company or Bank Address]  
[Company or Bank Postcode]

**Subject: Revocation of Direct Debit Mandate**

Dear Sir/Madam,

I am writing to formally revoke the Direct Debit mandate associated with the following account, effective immediately:

- **Account Holder Name:** [Your Full Name]
- **Account Number:** [Your Bank Account Number]
- **Sort Code / BIC:** [Your Sort Code or BIC]
- **Mandate Reference Number:** [Reference Number provided by the company]

Please ensure that no further funds are withdrawn from my account under this mandate after [Date of Last Desired Payment or "the date of this letter"]. I have also notified my bank of this cancellation.

Please provide written confirmation that this mandate has been cancelled and that no further charges will be applied.

Yours faithfully,

[Your Signature (if sending by post)]

[Your Printed Name]