

[Your Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Recipient Name or Department]
[Company Name]
[Company Address]
[City, State, Zip Code]

RE: Cancellation of Payment Arrangement - Account Number: [Your Account Number]

Dear [Recipient Name or Customer Service],

I am writing to formally request the cancellation of the existing payment arrangement on my account, effective immediately. This arrangement was previously established on [Date Arrangement Started] for the amount of \$[Amount] to be paid [Weekly/Monthly].

I would like to cancel this arrangement because [Reason for cancellation, e.g., the balance has been paid in full / I wish to set up a different payment method / change in financial circumstances].

Please stop all future scheduled automatic withdrawals or billings associated with this specific agreement. I understand that I remain responsible for any outstanding balance and I will [mention next steps, e.g., contact you to discuss a new plan / pay the remaining balance via a one-time payment].

Please provide a written confirmation that this payment arrangement has been successfully cancelled.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]