

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

[Date]

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

RE: Revocation of Installment Plan for Account Number: [Your Account Number]

Dear [Contact Person or Customer Service Department],

I am writing to formally request the revocation of the installment payment plan currently associated with the above-referenced account, effective immediately.

I wish to cancel the recurring payments scheduled under this agreement. [Optional: I have enclosed the remaining balance of \$_____ to settle the account in full / Please provide a final statement for the remaining balance].

Please provide written confirmation that the installment plan has been cancelled and that no further automatic withdrawals or charges will be made against my [Bank Account/Credit Card].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]