

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

[Date]

[Agency/Company Name]
[Billing/Payments Department]
[Agency Address]
[City, State, Zip Code]

RE: Revocation of Authorization for Electronic Funds Transfer (EFT)

To Whom It May Concern,

I am writing to formally notify [Agency Name] that I am revoking my authorization for automatic electronic funds transfers (EFT), including ACH withdrawals and recurring debit/credit card charges, from my account.

This revocation applies to the following account/service:

- **Account Number:** [Your Account or Reference Number]
- **Bank Name:** [Name of Financial Institution]
- **Bank Account Number (Last 4 digits):** [XXXX]

Effective immediately, [Agency Name] no longer has my permission to initiate any electronic debits from the account mentioned above. Please confirm in writing that this request has been processed and that no further automatic withdrawals will occur.

I will arrange for an alternative method of payment for any future balances due.

Sincerely,

[Your Signature]

[Your Printed Name]