

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

[Date]

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

Subject: Cancellation of Electronic Funds Transfer (EFT) Authorization

To Whom It May Concern,

This letter is to formally notify you that I have closed the bank account previously authorized for automatic payments to [Company Name].

Please immediately stop all Electronic Funds Transfers (EFT) and pre-authorized debits from the following account:

Account Holder Name: [Your Name]
Bank Name: [Name of Bank]
Account Number (Last 4 Digits): [XXXX]
Customer/Account Reference Number: [Your Account Number with the Company]

Effective [Date], I revoke my authorization for any further debits from this account. I will make future payments via an alternative method if applicable.

Please confirm in writing that this cancellation has been processed and that no further attempts to debit this closed account will be made.

Sincerely,

[Your Signature]

[Your Printed Name]