

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

[Date]

[Creditor or Institution Name]
[Department Name, if applicable]
[Address]
[City, State, Zip Code]

RE: Notice to Revoke Authorization for Electronic Funds Transfer (EFT)

Dear [Contact Name or Billing Department],

I am writing to formally notify you that I am revoking my authorization for automatic electronic withdrawals from my bank account for the following account:

- **Account Number:** [Your Account Number with the Creditor]
- **Bank Name:** [Your Bank Name]
- **Bank Account Number (Last 4 digits):** [Last 4 Digits of Bank Account]
- **Recurring Amount:** [Amount]

Effective immediately, please stop all future automatic debits or Electronic Funds Transfers from this account. I have also notified my financial institution of this cancellation.

Please confirm in writing that this request has been processed and that no further automatic charges will occur. If a balance remains on my account, I will make manual payments via [check/online portal/other method].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]