

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

[Date]

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

RE: Notice of Cancellation of Electronic Funds Transfer (EFT) Authorization

To Whom It May Concern,

I am writing to formally notify you that I am canceling my authorization for automatic electronic funds transfers (EFT) from my account regarding the following service/account:

Account Number: [Your Account Number with the Company]
Bank Account Number (Last 4 digits): [Last 4 Digits of Bank Account]
Payment Amount: \$[Amount]
Next Scheduled Transfer Date: [Date]

Effective immediately, please cease all automatic withdrawals, debits, or transfers from my bank account. I have also notified my financial institution to stop payment on any future requests originating from your organization.

Please provide written confirmation that this authorization has been revoked and that no further automatic charges will be processed.

Sincerely,

[Your Signature]

[Your Printed Name]