

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

[Date]

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

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

To Whom It May Concern,

I am writing to formally notify you that I am revoking my authorization for any future automatic withdrawals or Electronic Funds Transfers (EFT) from my bank account regarding the account listed below:

Account Number: [Your Account Number with the Company]

Bank Account Type: [Checking/Savings]

Bank Account Number (Last 4 Digits): [####]

Effective immediately, please cease all automatic debits from my account. This revocation applies to all recurring payments, including those related to any delinquent balances or past-due amounts currently on record.

I understand that I remain responsible for any outstanding balances and intend to arrange an alternative method of payment. Please provide a written confirmation that this authorization has been cancelled and that no further attempts to withdraw funds will be made.

I have also notified my financial institution to stop payment on any future transfer requests from your company.

Sincerely,

[Your Signature]

[Your Printed Name]