

Date: [Insert Date]

To: [Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Account Number: [Insert Account Number]

Subject: Notice of Termination of Electronic Funds Transfer (EFT) Authorization

Dear [Recipient Name],

This letter serves as formal notification that we are terminating your authorization to make payments via Electronic Funds Transfer (EFT) effective immediately.

This action has been taken due to repeated instances of "Insufficient Funds" (NSF) notifications received from your financial institution regarding your recent payment attempts. Specifically, your last transaction on [Date] in the amount of \$[Amount] was returned unpaid.

As a result of this termination:

- We will no longer attempt to withdraw funds automatically from your bank account.
- All future payments must be made via [Certified Check / Money Order / Credit Card].
- A returned item fee of \$[Amount] has been applied to your balance.

Please ensure that the outstanding balance of \$[Total Amount Due] is paid by [Due Date] to avoid further action or service interruption.

If you have any questions regarding this notice, please contact our billing department at [Phone Number].

Sincerely,

[Your Name/Company Name]
[Your Title]
[Your Contact Information]