

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: Notice of Cancellation of Electronic Funds Transfer (EFT) Agreement

Dear [Customer Name],

This letter serves as formal notification that your Electronic Funds Transfer (EFT) agreement with [Company Name] has been canceled, effective [Date].

As of the date mentioned above, we will no longer automatically withdraw funds from or deposit funds into your designated bank account ending in [Last 4 Digits of Account Number].

Please note the following regarding this cancellation:

- Any pending transfers scheduled after [Date] have been stopped.
- Future payments must be made via [Alternative Payment Method, e.g., check or manual online payment].
- To avoid any disruption in service or late fees, please ensure your next payment is received by [Next Due Date].

If you believe this cancellation was made in error, or if you would like to set up a new payment agreement, please contact our billing department at [Phone Number] or [Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Signature]

[Your Title]

[Company Name]