

# Authorization for Cancelling Automatic Payment

Please tab through fields to enter information.

Use this letter to send to each of your vendors to cancel any automatic payments made from your old account.

Dear :

I am writing to inform you of a change in my banking relationship concerning my account number # .

I currently have my  payment automatically withdrawn from my checking/savings account #  from  on the  day of the month.

I would like to cancel these monthly transactions, and submit this letter as written notification of that intention.

I understand I need to give you at least two weeks notice prior to the next scheduled transaction.

Therefore, I expect the last transaction to be the one dated .

Thank you for your prompt attention to this request.

Sincerely,

\_\_\_\_\_  
(Your Signature)