

# FAX

To:  
Fax #:  
Pages:  
Date:

I am writing to notify you of a change in my preferred billing method. My payments for my \_\_\_\_\_ account \_\_\_\_\_ are currently automatically withdrawn from my account \_\_\_\_\_ at \_\_\_\_\_ on the \_\_\_\_\_ of the month. **I would like to cancel these automatic 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 automatic payment to be the one dated \_\_\_\_\_. Thank you for your prompt attention to this request. Please contact me at the phone number listed below if you have any questions.

Sincerely,

Account #  
Phone #