

Dear:

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 My payments for my _____ account # _____ are currently automatically withdrawn from my account _____ at _____ on the _____ of the month.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 #