

Date: \_\_\_\_\_

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are currently automatically withdrawn from my account # \_\_\_\_\_ at \_\_\_\_\_  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,

\_\_\_\_\_

**SIGNATURE**

Printed Name \_\_\_\_\_

Account # \_\_\_\_\_

Phone # \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_