



Authorization for Cancelling Automatic Payment

Date: _____

Dear: _____
(Vendor Name)

I am writing to inform you of a change in my banking relationship concerning my Account Number _____
(Vendor Account Number)

I currently have my _____ payment automatically withdrawn from my account with _____ on the _____ of the month.
(Vendor Name) (Financial Institution Name) (1st, 15th, etc)

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

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

Therefore, I expect the last transaction to be the one dated _____.
(Date of last transaction)

Thank you for your prompt attention to this request.

Sincerely,

Signature: _____ Date: _____

Joint Signature: _____ Date: _____

Name: _____ Phone Number: _____

Address: _____

City: _____ State: _____ Zip: _____