

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I currently have my \_\_\_\_\_ payment automatically withdrawn from my checking/savings  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 \_\_\_\_\_ Bank on the \_\_\_\_\_ 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 your for your prompt attention to this request.

Sincerely,