## **Authorization for Cancelling Automatic Payment**

## Dear

I am writing to inform you of a change in my banking relationship concerning my account number

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I currently have my		payment automatically withdrawn from my
checking/savings account #		from
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.

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Therefore, I expect the last transaction to be the one dated

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Thank you for your prompt attention to this request.

Sincerely,