

Direct Debit Cancellation Letter

Dear [Insert Name of Company/Business],

I am writing to inform you that I wish to cancel the Direct Debit arrangement that I have with your company. The reference number for this arrangement is [Insert reference number if known].

The reason for this cancellation is [Insert reason for cancellation, if desired].

Please confirm in writing that you have received this cancellation letter and that the Direct Debit arrangement has been cancelled. Additionally, please inform me of any outstanding balances that may need to be settled.

I understand that I am responsible for settling any outstanding balances, and I will arrange to make any necessary payments promptly.

Thank you for your attention to this matter.

Sincerely,

[Your Name]