

Informal email cancellation request

Subject: Stop Direct Debit Payment

Hi [Provider Name],

I would like to cancel my direct debit for [Service/Company Name] linked to account [Account Number]. Please confirm when the cancellation has been processed so that no further payments are deducted.

Thanks,

[Your Name]

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<https://www.lettersandtemplates.com/letters/direct-debit-cancellation-letter>