

Urgent cancellation due to immediate need

Subject: Urgent Direct Debit Cancellation

Dear [Bank/Service Provider Name],

I request the urgent cancellation of my direct debit associated with account number [Account Number] for [Service Name]. A payment is scheduled imminently, and I need to prevent it from being processed.

Kindly confirm immediately once the cancellation has been actioned.

Regards,

[Your Name]

Get more templates here:

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