Standing Order Cancellation Letter

[Your Name]

[Your Address]

[City, State ZIP Code]

[Date]

[Recipient Name]

[Recipient Address]

[City, State ZIP Code]

Dear [Recipient Name],

I am writing to inform you that I would like to cancel my standing order with your company, effective immediately. The details of the standing order are as follows:

Order number: [insert order number]

Order date: [insert order date]

Order amount: [insert order amount]

Frequency: [insert frequency of order]

I have been satisfied with the products/services provided by your company, but my circumstances have changed, and I am no longer able to maintain this standing order.

I kindly request that you confirm the cancellation of my standing order in writing, and that you cease any future charges to my account related to this order. If there are any outstanding charges related to this order, please let me know, and I will arrange for payment as soon as possible.

Thank you for your understanding and cooperation in this matter.

Sincerely,

[Your Name]