

Professional letter to cancel a standing order

Subject: Cancellation of Standing Order

Dear [Bank Name/Branch Manager],

I am writing to request the cancellation of my standing order with the following details:

- Account Name: [Your Name]
- Account Number: [Your Account Number]
- Standing Order Reference: [Reference Number]
- Amount: [Amount]
- Frequency: [Weekly/Monthly]
- Beneficiary Name: [Beneficiary]

Please consider this letter as formal instruction to stop all future payments under this standing order effective immediately. Kindly confirm once the cancellation has been processed.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Contact Information]

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