

Temporary request pending confirmation or next cycle

Subject: Provisional Cancellation of Standing Order

Dear [Bank Name/Branch Manager],

This is to request a provisional cancellation of my standing order with the following details:

- Account Name: [Your Name]
- Account Number: [Your Account Number]
- Standing Order Reference: [Reference Number]

The cancellation should be effective starting [specific date], pending confirmation. Please notify me if any issues arise during processing.

Thank you for your attention.

Sincerely,

[Your Name]

[Contact Information]

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