

Polite and appreciative tone requesting cancellation

Subject: Request for Cancellation of Standing Order

Dear [Bank Name/Branch Manager],

I hope this message finds you well. I am requesting the cancellation of my standing order with the following details:

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

I sincerely appreciate your support and assistance in processing this request promptly. Kindly confirm once the cancellation has been effected.

Thank you for your understanding.

Warm regards,

[Your Name]

[Contact Information]

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