[Date]

[Bank Name]

[Bank’s Address]

Dear Sir or Madam

Account no [insert] and Direct Debit in favour of [Name of Business]

[Name of Business] has been direct debiting the sum of $[amount] on a weekly/fortnightly/monthly basis from the above account.

I hereby withdraw my authority to have this account directly debited by [Name of Business] effective immediately.

Please ensure that the direct debit in place is cancelled as required by clause 21.1 of the Code of Banking Practice and no more money is withdrawn by [Name of Business] from this account or any other account in my name.

Any direct debits from my account by [Name of Business] from this date forward will be your responsibility.

Yours faithfully,

[Your Name]

cc: [Name of Business]

[Also send a copy of this letter to the business that is direct debiting the payments]