Bank name and address

Date

Re: Cancellation [or change] of a direct debit

Dear

I want to cancel [or change] my direct debit. My details are below.

|  |  |
| --- | --- |
| **Details for cancellation [or change] of direct debit** | |
| My name:  My address:  Please cancel [or change] the direct debit as shown below from  [Insert Date]: | |
| My bank account number: | Sort code: |
| Name of company:  Reference numbers of company [details from a bill or statement or both]: | |
| New amount: € | Due date of direct debit: [Insert date] |

I have sent a copy of this letter to the company who receive the funds from this direct debit.

Thank you for looking after this.

Yours sincerely

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_