

Here is a template, totally free of charge!

However, **we don't recommend using it.**

Like all free templates on the internet, it hasn't been adapted to your specific needs.

Visit our website to easily create a [fully personalized document](#) for a low one-time fee.

Our lawyers work hard to keep everything updated and accurate.

You get all of the benefits of a lawyer at a fraction of the cost.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

RE: Cancellation of Automatic Billing

To whom it may concern:

This letter is to cancel my automatic billing with your company. My account number is

\_\_\_\_\_.

Each week, the amount of \$2 (two US dollars) is billed to my account.

This amount is automatically withdrawn. I would like to immediately cancel these automatic withdrawals so please consider this letter official revocation of authorization. Please also note my request to fully cancel my account with your company.

I expect the last automatic withdrawal to be on \_\_\_\_\_.

Otherwise, please confirm in writing that my request has been received and the

automatic billing will be canceled.

Sincerely,

---