



ACH CANCELLATION LETTER

Date _____

Wyandotte Municipal Services:

I am writing to inform you of a change with regard to my automatic payment withdrawn regarding bank account number _____.

Currently my utility bill payment is automatically withdrawn for my utility account _____.

I hereby notify you of the cancellation of authorization for the referenced automatic payments withdrawals.

I understand I need to give you at least 2 weeks' notice prior to the next scheduled transaction. Therefore, I expect the last automatic withdrawal to be dated _____.

Thank you for your prompt attention to this request.

Name (Printed)

Signature