[Your name]

[Address]

[SUBURB STATE POSTCODE]

[Date]

[Bank name]

[Bank’s address details]

Dear Sir or Madam

**Account no [insert] and Direct Debit in favor of [Business]**

[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 [Pay Business] effective immediately.

Please ensure that the direct debit in place is cancelled pursuant to clause 19.1 of the Code of Banking Practice and no further monies are withdrawn by [Business] from this account or any other account in my name.

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

Yours faithfully

[Your name]

cc: [Business]