



Cancellation/Change of Automated Payments

Date:

Dear _____:

I am writing to inform you of a change in my banking relationship. My account number with you is _____.

I currently have my payment automatically withdrawn from my checking/savings, account # _____ from _____ Bank/Credit Union on the ____ of the month. I would like to cancel these monthly transactions and submit this letter as written notification of that intention.

I understand I need to give you at least two weeks notice prior to the next scheduled transaction. Therefore, I the last transaction to be dated _____.

Please continue payment with Hannaford Associates Federal Credit Union. My ABA/Routing number is **211288598**, and checking/savings account number is _____. These transactions are to take place on the ____ of the month.

Thank you for your prompt attention to this request.

Sincerely,