# ***Sample Letter to your Bank to Cancel a Standing Order***

**[Your address]**

**[Bank/building society address]**

Dear [**Insert the name of your Bank**],

***Reference: Cancellation of a Standing Order***

My Account Number:  
My Sort Code:

Company Name: **Medact**  
Company Account Number: **[xx]**  
Company Sort Code: **[xx]**  
Amount: **[if known, or variable]**  
Date: **[eg 1st of the month]**

Please cancel the Standing Order Instruction detailed above effective from **[insert date]**.

Yours faithfully

**[Your name]**

If you need any information or advice - for example knowing the bank account to which your Standing Order is credited and the frequency of payments – please contact Chris Venables, our Membership Officer, Chris Venables, on 020 7324 4736 or by emailing [membership@medact.org](mailto:membership@medact.org)