

[Date]

[Merchant Processor Name]

[Attn: Cancellation / Retention Department]

[Processor Mailing Address]

[Processor City, State, ZIP]

RE: Written Notice of Merchant Account Cancellation Merchant ID Number (MID):

[Insert Your MID Here]

To Whom It May Concern, Please accept this letter as formal written notice that [Your Legal Business Name] is canceling its merchant services agreement and closing the account associated with MID [Insert Your MID Here], effective [Date - must meet your contract's 30/60/90-day notice requirement].

Per Section [Insert Section Number, e.g., 12.2] of our Merchant Services Agreement, this letter serves as our official [Insert Notice Period, e.g., 30-day] written notice of non-renewal/termination.

Please cease all automated monthly debits from our business checking account associated with this MID after the final billing cycle ending on [Effective Date]. Additionally, please provide:

1. Written confirmation via email to [Your Email Address] within 5 business days confirming receipt of this notice and the official account closure date.
2. A detailed list of any leased equipment that must be returned, including shipping instructions, to avoid non-return fees.

Thank you for your prompt attention to this matter.

Sincerely,

[Signature of Authorized Signer]

[Printed Name of Authorized Signer]

[Your Title, e.g., Owner / President]

[Your Legal Business Name]

[Your Phone Number]

[Your Email Address]