

In order to insure a smooth transition, we suggest that you please type the following onto your company letterhead and send to your previous processor.

**Your Company Name or Letterhead**

Date

TO:

Name of Old Processor

Address of Old Processor

City, State, ZipCode

Dear Name of Old Processor:

Please cancel my service effective immediately.

Thank you for your help and support of my account up to this point; however, I have chosen to continue my processing with another company.

Thank you for your prompt attention.

Sincerely,

Your Name

Name of Company

Merchant ID #: xxxxxxxxxxxxxxxx