

Date: [Insert Date]

To: [Lender/Servicer Name]

Address: [Lender Street Address]

City, State, Zip: [City, State, Zip]

RE: Mortgage Payment Routing Instructions

Loan Number: [Insert Loan Number]

Property Address: [Insert Property Address]

To Whom It May Concern,

Please accept this letter as formal authorization and instruction regarding the routing of monthly mortgage payments for the above-referenced account.

Effective [Insert Effective Date], please direct all future payments to be processed using the following banking information:

- **Bank Name:** [Insert Receiving Bank Name]
- **Account Holder Name:** [Insert Name on Account]
- **Account Type:** [Checking/Savings]
- **Routing Number:** [Insert 9-Digit Routing Number]
- **Account Number:** [Insert Account Number]

I request that these instructions remain in effect until further written notice. Please confirm once this change has been updated in your system.

If you require additional verification or documentation, please contact me at [Insert Phone Number] or [Insert Email Address].

Sincerely,

[Your Signature]

[Your Printed Name]