

[Your Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Date]

[New Mortgage Servicer Name]
[Payment Processing Address]
[City, State, Zip Code]

Re: Automatic Payment Setup for Loan Number: [Your Loan Number]

To Whom It May Concern,

I am writing to authorize [New Mortgage Servicer Name] to initiate automatic monthly mortgage payments from my bank account for the property located at [Property Address].

Please use the following banking information for the recurring withdrawals:

- **Bank Name:** [Bank Name]
- **Account Type:** [Checking/Savings]
- **Routing Number:** [9-Digit Routing Number]
- **Account Number:** [Your Account Number]

I request that the monthly payment of \$[Amount] be withdrawn on the [Day, e.g., 1st] of each month, starting on [Start Date].

Please notify me in writing or via email at [Your Email Address] once the AutoPay setup is confirmed and active. I have also enclosed a voided check for your records.

Sincerely,

[Your Signature]

[Your Printed Name]