

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

[Financial Institution Name]  
[Address]  
[City, State, Zip Code]

**RE: Cancellation of Automatic Payments for Account Number: [Your Account Number]**

To Whom It May Concern,

Please accept this letter as formal authorization to cancel all future automatic recurring payments (ACH) scheduled for the above-referenced account, effective immediately.

The servicing of my loan has been transferred to a new provider. The details of the loan transfer are as follows:

- **Effective Date of Transfer:** [Date]
- **New Servicer Name:** [New Company Name]

Please ensure that no further withdrawals are made from my bank account ending in [Last 4 Digits of Bank Account] for this loan. I have already established a new payment arrangement with the incoming servicer.

Kindly provide a written confirmation that this automatic payment instruction has been successfully cancelled.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]