

Current Date: [Insert Date]

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

[Current Mortgage Company Name]  
[ACH/Billing Department Address]  
[City, State, Zip Code]

**RE: Notice of ACH Termination and Authorization Withdrawal**

**Mortgage Account Number:** [Insert Account Number]

**Property Address:** [Insert Property Address]

To Whom It May Concern,

I am writing to formally notify you to terminate the automatic ACH (Direct Draft) payments for the mortgage account listed above, effective immediately. This request is being made due to the transfer of my mortgage servicing to a new provider.

Please revoke all authorizations for [Current Mortgage Company Name] to withdraw funds from my bank account ending in [Last 4 Digits of Bank Account Number].

I understand that my final payment to your company was scheduled for [Insert Date of Last Payment]. I have already coordinated future payments with my new mortgage servicer. Please provide written confirmation that this ACH authorization has been cancelled and that no further attempts to draft funds from my account will be made.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]  
[Your Printed Name]