

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

[Date]

[Name of Current Servicing Company]
[Billing Department Address]
[City, State, Zip Code]

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

To Whom It May Concern,

Please accept this letter as formal notification to cancel my enrollment in the AutoPay (automatic debit) program for the above-referenced account, effective immediately.

The reason for this cancellation is a change in my loan/service provider. I have been notified that my account is being transferred to [Name of New Servicer]. Consequently, I wish to stop all future recurring withdrawals from my [Bank Name] account ending in [Last 4 Digits of Bank Account].

Please confirm in writing that my AutoPay enrollment has been successfully deactivated and that no further charges will be applied to my bank account by your company.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]
[Your Printed Name]