

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

[Date]

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

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

To Whom It May Concern,

I am writing to formally request the immediate cancellation of the automatic mortgage payment (AutoPay/ACH) withdrawals for the above-referenced account.

This request is being made due to the recent transfer of my mortgage servicing to [New Mortgage Servicer Name], effective [Date of Transfer].

Please ensure that no further funds are withdrawn from my [Bank Name] account ending in [Last 4 Digits of Account] for any payments due after [Date of Last Payment to Former Servicer]. I have already established payment arrangements with my new servicer.

Please provide written confirmation that this AutoPay instruction has been deactivated.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]