

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

[Date]

[Previous Mortgage Servicer Name]
[Correspondence Address]
[City, State, Zip Code]

RE: Notice of Cancellation of Scheduled Payments
Account Number: [Your Account Number]

To Whom It May Concern,

I am writing to formally request the immediate cancellation of all future scheduled automatic payments and recurring ACH transfers associated with my mortgage account listed above.

I have received notification that the servicing of my mortgage has been transferred to [New Servicer Name], effective [Effective Date of Transfer]. Therefore, I am terminating your authorization to debit my bank account ending in [Last 4 Digits of Bank Account] for any payments scheduled after [Last Payment Date].

Please provide written confirmation that all recurring payment schedules have been deactivated and that no further attempts to withdraw funds will be made.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]