

[Date]

[Customer Name]
[Customer Address]
[City, State, Zip Code]

Re: Notice of Automatic Payment Termination - Loan Number: [Loan Number]

Dear [Customer Name],

We are writing to inform you that the servicing of your loan is being transferred from [Current Servicer Name] to [New Servicer Name], effective [Transfer Date].

As a result of this transfer, your existing automatic payment (ACH) authorization with [Current Servicer Name] will be terminated. Your last automatic withdrawal will occur on [Date of Last Withdrawal].

Action Required:

To ensure your payments continue without interruption, you must set up a new automatic payment arrangement with [New Servicer Name]. You can do this by:

- Visiting their website at: [New Servicer Website]
- Calling their customer service department at: [New Servicer Phone Number]
- Following the instructions provided in the "Welcome Letter" you will receive from [New Servicer Name] shortly.

Please note that any manual payments made after [Transfer Date] should be mailed to the following address:

[New Servicer Payment Address]
[City, State, Zip Code]

If you have any questions regarding your final payment with us, please contact our customer service team at [Current Servicer Phone Number].

Sincerely,

[Your Name/Department]
[Current Servicer Name]