

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

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

RE: Notice of Automatic Payment Cancellation

Account Number: [Your Mortgage Account Number]

Property Address: [Full Address of Property]

To Whom It May Concern,

I am writing to formally request the cancellation of all recurring automatic payments (ACH/Direct Debit) associated with the mortgage account referenced above, effective immediately.

I have received official notification that the servicing of my mortgage has been reassigned from [Name of Former Servicer] to [Name of New Servicer], effective as of [Date of Transfer].

Please ensure that no further withdrawals are made from my bank account ending in [Last 4 Digits of Bank Account] for payment dates on or after [Date]. I will be coordinating future payments directly with the new mortgage servicer.

Please provide written confirmation that this automatic payment arrangement has been successfully terminated.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]