

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

[Date]

[Current Mortgage Servicer Name]
[Billing/Customer Service Address]
[City, State, Zip Code]

RE: Notice of AutoPay Cancellation due to Servicing Transfer

Account Number: [Your Loan Account Number]
Property Address: [Address of the Mortgaged Property]

To Whom It May Concern,

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

This request is being made because I have been notified that the servicing of my mortgage is being transferred to [New Servicer Name], effective [Effective Date of Transfer].

Please ensure that no further electronic withdrawals are made from my bank account for payments due on or after [Date of first payment to new servicer]. I understand that any final payments due to your company prior to the transfer date will be processed as scheduled.

Please provide a written confirmation that this AutoPay instruction has been cancelled and that no further debits will occur after the transfer date.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]