

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

[Date]

[Current Mortgage Company Name]  
[Customer Service Department]  
[Company Address]  
[City, State, Zip Code]

**RE: Notice to Discontinue Automatic Payments (Auto-Draft)**

**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 all automatic payments (ACH/auto-draft) associated with the mortgage account referenced above. This request is being made because my mortgage has been transferred to a new servicer, effective [Date of Transfer].

Please ensure that no further funds are withdrawn from my bank account ending in [Last 4 Digits of Bank Account] for the payment cycle beginning [Date of Next Scheduled Draft] and any dates thereafter.

Please provide written confirmation once this cancellation has been processed. If you have any questions regarding this request, I can be reached at [Your Phone Number].

Sincerely,

[Your Signature]

[Your Printed Name]