

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: Notice of Automatic Payment Cancellation - Loan Servicing Transfer

Dear [Customer Name],

We are writing to inform you that the servicing of your [Loan/Account Type], account number ending in [Last 4 Digits], is being transferred from [Old Servicer Name] to [New Servicer Name] effective [Transfer Date].

As a result of this transfer, your recurring automatic payments (ACH/Auto-Pay) scheduled through our system will be **canceled** after your [Month] payment. Your last automatic payment with us will occur on [Date of Last Payment].

Action Required:

- **Stop Private Bank Payments:** If you set up payments through your personal bank's "Bill Pay" service, please cancel or redirect those payments to the new servicer immediately.
- **Set Up New Auto-Pay:** To continue automatic withdrawals, you must re-enroll with [New Servicer Name]. You can contact them at [New Servicer Phone Number] or visit their website at [New Servicer Website].

Please note that no late fees will be charged during the 60-day transition period beginning on the transfer date, provided payments are made to either the old or new servicer in a timely manner.

If you have any questions regarding this cancellation, please contact our customer service department at [Old Servicer Phone Number].

Sincerely,

[Sender Name/Department]

[Old Servicer Name]