

[Company Name]  
[Address Line 1]  
[Address Line 2]  
[City, State, Zip Code]  
[Phone Number]

[Date]

[Borrower Name]  
[Property Address]  
[City, State, Zip Code]

**Re: Approval of Private Mortgage Insurance (PMI) Cancellation**

Loan Number: [Loan Number]

Dear [Borrower Name],

We are pleased to inform you that your request to cancel the Private Mortgage Insurance (PMI) on your mortgage loan has been approved. Our review confirms that you have satisfied the necessary requirements for cancellation, including reaching the required equity position in your property.

**Cancellation Details:**

- **Effective Date of Cancellation:** [Date]
- **New Monthly Payment Amount:** [New Total Amount]
- **First Payment at New Amount Due:** [Date]

Your monthly mortgage payment has been adjusted to reflect the removal of the PMI premium. If you have an automatic payment (ACH) set up through our system, the amount will be updated automatically. If you use a third-party bill pay service, please update your payment amount accordingly.

Please note that any unearned PMI premiums collected after the effective date will be refunded to you or credited to your escrow account within 45 days.

If you have any questions regarding this update, please contact our Customer Service Department at [Phone Number] or visit our website at [Website URL].

Sincerely,

[Name/Department]  
[Company Name]