

# Letter Template for Formal Request to End Mortgage Automatic Payment Plan

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

[Lender's Name]  
[Lender's Address]  
[City, State, Zip Code]

Dear [Lender's Name],

I hope this letter finds you well. I am writing to formally request the termination of my automatic payment plan for my mortgage account (Account Number: [Your Account Number]).

Due to [brief explanation of your reason, if comfortable], I would like to discontinue the automatic payments effective [desired end date]. I request that you confirm the cancellation of the automatic payment plan in writing.

Thank you for your attention to this matter. Should you require any further information or documents, please do not hesitate to reach out to me.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]