

[Date]

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

Subject: Notice of Servicing Transfer - Loan Number: [Loan Number]

Dear [Borrower Name],

This letter is to formally notify you that the servicing of your mortgage loan is being transferred from [Current Servicer Name] to [New Servicer Name], effective [Transfer Date].

What this means for you:

- [Current Servicer Name] will stop accepting payments after [Date].
- [New Servicer Name] will begin accepting payments on [Date].
- Any payments made to the previous servicer during the 60-day period following the transfer date cannot be treated as late by the new servicer.

New Payment Information:

Please direct all future payments and inquiries to:

[New Servicer Name]
[Payment Address]
[City, State, Zip Code]
[Phone Number]
[Website URL]

Your loan terms, including interest rate and monthly payment amount, remain unchanged by this transfer. If you have automatic payments scheduled through your bank's bill pay, please update the payee information accordingly.

If you have any questions regarding this transition, please contact our customer service department at [Current Servicer Phone Number] or the new servicer at [New Servicer Phone Number].

Sincerely,

[Sender Name]
[Company Name]