

[Current Date]

[Borrower Name]

[Borrower Address]

[City, State, Zip Code]

RE: NOTICE OF TRANSFER OF SERVICING RIGHTS

Loan Number: [Insert Loan Number]

Property Address: [Insert Property Address]

Dear [Borrower Name],

The servicing of your mortgage loan is being transferred, effective [Date of Transfer]. This means that after this date, a new company will be collecting your mortgage payments and managing your loan account.

Current Servicer Information:

[Current Servicer Name]

[Phone Number]

[Address]

New Servicer Information:

[New Servicer Name]

[Phone Number]

[Website]

[Payment Address]

Key Dates:

The last day [Current Servicer Name] will accept payments is [Date].

The first day [New Servicer Name] will accept payments is [Date].

What you need to do:

- If you use an online bill pay service through your bank, please update the payee information and account number to reflect the new servicer.
- If you have automatic recurring payments (ACH) set up with your current servicer, these will [remain active / be cancelled], and you [will / will not] need to re-enroll with the new servicer.
- Send all mortgage payments due on or after [Date] to the new servicer at the payment address listed above.

The transfer of servicing does not affect any terms or conditions of your mortgage mortgage documents other than who services the loan.

If you have questions regarding this transfer, please contact our Customer Service Department at [Phone Number].

Sincerely,

[Sender Name/Company Name]