

Date: [Date]

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

Subject: Welcome to [New Servicer Name] - Notice of Servicing Transfer

Dear [Borrower Name],

Welcome to [New Servicer Name]. This letter is to officially inform you that the servicing of your mortgage loan is being transferred from [Old Servicer Name] to [New Servicer Name], effective [Transfer Date].

What this means for you:

- **Account Number:** Your new account number is [New Account Number].
- **Payment Due Date:** Your payment schedule and due date remain the same.
- **First Payment:** Please send your first payment to [New Servicer Name] starting on [Date of First Payment].

How to make your payments:

Online: [Website URL]
By Mail: [Payment Mailing Address]
By Phone: [Customer Service Phone Number]

Action Required:

If you currently have automatic payments (ACH) set up with your previous servicer, those may not transfer automatically. Please log in to our website or contact us to set up your recurring payments to ensure they continue without interruption.

Escrow Accounts:

If your loan includes an escrow account for taxes and insurance, we will continue to manage those payments. You do not need to take any action regarding your insurance provider at this time.

We are committed to providing you with excellent service. If you have any questions regarding this transfer, please contact our Customer Support team at [Phone Number] between [Business Hours].

Sincerely,

[Your Name/Department]
[New Servicer Name]
[Company Address]