

[Date]

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

Subject: Notice of Assignment, Sale, or Transfer of Servicing Rights

Dear [Borrower Name],

You are hereby notified 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:

The transfer of the servicing of the mortgage loan does not affect any term or condition of the mortgage instruments, other than terms directly related to the servicing of your loan.

Payment Information:

[Current Servicer Name] will stop accepting payments from you after [Last Date]. [New Servicer Name] will begin accepting payments from you on [First Date].

Please send all future payments to the following address:

[New Servicer Name]
[Payment Address]
[City, State, Zip Code]

Contact Information:

If you have questions for your **Current Servicer** (prior to the transfer date), please contact:

Customer Service: [Current Servicer Phone Number]

Hours: [Hours of Operation]

If you have questions for your **New Servicer** (on or after the transfer date), please contact:

Customer Service: [New Servicer Phone Number]

Website: [New Servicer Website]

Address: [New Servicer Physical Address]

Insurance Information:

If you maintain an insurance policy on your property (such as homeowners or flood insurance), please notify your insurance agent of this change in servicer to ensure future premium bills are sent to the correct address.

Sincerely,

[Current Servicer Name]
and
[New Servicer Name]