

[Date]

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

RE: NOTICE OF SERVICING TRANSFER

Loan Number: [Loan Number]
Property Address: [Property Address]

Dear [Borrower Name],

As required by the Real Estate Settlement Procedures Act (RESPA), this letter serves as formal notice that the servicing of your mortgage loan is being transferred from [Current Servicer Name] to [New Servicer Name], effective [Effective Date of Transfer].

What this means for you:

The transfer of the servicing of your mortgage loan means that after [Date], the new servicer will be responsible for collecting your mortgage payments and managing your escrow account (if applicable). This transfer does not affect any term or condition of your mortgage other than who services the loan.

Payment Instructions:

[Current Servicer Name] will stop accepting payments from you after [Date]. [New Servicer Name] will begin accepting payments from you on [Date]. Please send all payments due on or after [Date] to the following address:

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

Customer Service Contact Information:

If you have questions for your current servicer, contact [Current Servicer Name] at [Current Phone Number] between [Hours of Operation].

If you have questions for your new servicer, contact [New Servicer Name] at [New Phone Number] between [Hours of Operation], or visit their website at [Website URL].

Important Consumer Rights:

Under federal law, during the 60-day period beginning on the effective date of the transfer, a loan payment received by your old servicer before its due date cannot be treated as late by your new servicer, and no late fee may be imposed.

Sincerely,

[Authorized Representative Name]
[Current/New Servicer Name]