

**DATE:** [Insert Date]

**RE: NOTICE OF SUBSTITUTE TRUSTEE APPOINTMENT**

**Borrower(s):** [Insert Borrower Names]

**Lender/Grantee:** [Insert Financial Institution Name]

**Property Address:** [Insert Full Property Address]

**Loan Number:** [Insert Loan Number]

To Whom It May Concern:

Notice is hereby given that [Insert Financial Institution Name], the current legal holder and owner of the Note and Deed of Trust/Mortgage described below, does hereby remove the original Trustee and any successor Trustees previously appointed.

**Original Trustee:** [Insert Original Trustee Name]

**Recording Information:** Recorded on [Date] in Book [Number], Page [Number] or Instrument Number [Number] of the Official Records of [Insert County/Parish], [Insert State].

In accordance with the powers conferred by the Deed of Trust/Mortgage, the undersigned hereby appoints the following individual or entity as **Substitute Trustee:**

**Name:** [Insert New Trustee Name/Firm]

**Address:** [Insert Trustee Mailing Address]

**Phone Number:** [Insert Trustee Phone Number]

The Substitute Trustee shall have all the powers, duties, and obligations conferred upon the original Trustee in said Deed of Trust/Mortgage.

Executed this [Day] day of [Month], [Year].

**[Insert Financial Institution Name]**

By: \_\_\_\_\_

Name: [Insert Authorized Signatory Name]

Title: [Insert Job Title]

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**NOTARY ACKNOWLEDGMENT**

STATE OF [Insert State] )

COUNTY OF [Insert County] )

Before me, the undersigned authority, on this day personally appeared [Signatory Name], known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he/she executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this [Day] day of [Month], [Year].

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Notary Public, State of [Insert State]  
My Commission Expires: [Insert Date]