

[Date]

[Borrower Name]

[Borrower Company Name]

[Address Line 1]

[Address Line 2]

RE: Notice of Transfer of Servicing - Loan Number: [Loan Number]

Dear [Borrower Name],

The purpose of this letter is to inform you that the servicing of your commercial mortgage loan is being transferred from [Current Servicer Name] to [New Servicer Name], effective [Effective Date of Transfer].

What this means for you:

- [Current Servicer Name] will stop accepting payments on [Stop Date].
- [New Servicer Name] will begin accepting payments on [Start Date].
- The transfer of servicing does not affect any terms or conditions of your loan documents other than where you send your payments.

New Payment Instructions:

Please direct all future payments and correspondence to the following address:

[New Servicer Name]

[Payment Department/PO Box]

[City, State, Zip Code]

ACH/Automatic Payments:

If you have automated payments scheduled through your bank, please update the payee information immediately. If you are enrolled in our internal ACH program, [instructions for re-enrollment or automatic transfer].

Customer Service Contact:

If you have questions regarding this transfer, please contact the New Servicer's customer service department at [Phone Number] or via email at [Email Address].

Thank you for your cooperation during this transition.

Sincerely,

[Authorized Signatory Name]
[Current Servicer Name]

[Authorized Signatory Name]
[New Servicer Name]