

[Date]

[Borrower Name]

[Property Address]

[City, State, Zip Code]

Subject: Notice of Servicing Transfer (Goodbye Letter)

Dear [Borrower Name],

We are writing to notify you 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:

- **Current Servicer:** We will stop accepting payments on [Stop Date].
- **New Servicer:** They will begin accepting payments on [Start Date].
- **Loan Number:** Your new account number is [New Loan Number].

Where to send future payments:

Starting [Start Date], please send all mortgage payments to:

[New Servicer Name]

[Payment Address]

[City, State, Zip Code]

[New Servicer Phone Number]

[New Servicer Website]

Important Information:

Under federal law, during the 60-day period following the effective date of the transfer, a late fee may not be imposed if you send a timely payment to your old servicer instead of the new one. If you have automatic payments scheduled with us, please ensure they are cancelled and re-established with the new servicer.

If you have any questions regarding this transfer before [Transfer Date], please contact us at [Current Servicer Phone Number].

It has been a pleasure serving you.

Sincerely,

[Current Servicer Name]

[Customer Service Department]