

[Date]

[Tax Authority Name]

[Department/Division]

[Address Line 1]

[City, State, Zip Code]

RE: Notice of Mortgage Servicing Transfer

To Whom It May Concern,

This letter serves as formal notification that the mortgage servicing rights for the property listed below have been transferred.

Property Information:

Property Owner(s): [Borrower Full Name(s)]

Property Address: [Full Property Address]

Assessor's Parcel Number (APN): [Parcel Number]

Loan Number: [Original Loan Number]

Effective Date of Transfer: [Date]

New Servicer Information:

Company Name: [New Servicer Name]

Mailing Address: [New Servicer Address]

Tax Payment/Correspondence Address: [Tax Department Address]

Phone Number: [New Servicer Phone Number]

Please update your records to ensure that all future property tax bills, assessments, and related correspondence are directed to the new servicer listed above. This change applies to the upcoming [Year] tax cycle and all subsequent periods.

If you require additional documentation or have questions regarding this transfer, please contact our office at [Your Phone Number].

Sincerely,

[Your Name/Company Name]

[Your Title]

[Your Contact Information]