

[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Phone Number]
[Date]

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

Subject: Acknowledgment of Mortgage Servicing Transfer

Dear [Customer Name],

This letter is to formally acknowledge that the servicing of your mortgage loan, account number [Account Number], is being transferred from [Old Servicer Name] to [New Servicer Name].

Transfer Details:

- **Effective Date of Transfer:** [Date]
- **Last Date for Payments to Current Servicer:** [Date]
- **First Date for Payments to New Servicer:** [Date]

New Servicer Contact Information:

[New Servicer Name]
[Payment Address]
[City, State, Zip Code]
[Customer Service Phone Number]
[Website URL]

Please note that this transfer does not affect any terms or conditions of your original mortgage agreement other than the entity responsible for collecting your payments and managing your escrow account (if applicable).

If you have already sent a payment to the previous servicer near the transfer date, it will be forwarded to the new servicer. You will not be charged a late fee during the 60-day transition period following the transfer date if you mistakenly send your payment to the old servicer.

Should you have any questions regarding this transition, please contact our customer service department at [Your Phone Number].

Sincerely,

[Your Name/Department]
[Your Company Name]