

[Incoming Servicer Name]  
[Address Line 1]  
[Address Line 2]  
[City, State, Zip Code]  
[Phone Number]  
[Website]

[Date]

[Borrower Name]  
[Co-Borrower Name]  
[Property Address]  
[City, State, Zip Code]

**Subject: NOTICE OF SERVICING TRANSFER**

Dear [Borrower Name],

Welcome to [Incoming Servicer Name]. We are pleased to inform you that the servicing of your mortgage loan is being transferred from [Outgoing Servicer Name] to [Incoming Servicer Name], effective [Transfer Date].

**What this means for you:**

The transfer of the servicing of your mortgage loan does not affect any term or condition of your mortgage instruments, other than terms directly related to the servicing of your loan.

**Important Dates:**

[Outgoing Servicer Name] will stop accepting payments after [Stop Date].

[Incoming Servicer Name] will begin accepting your payments on [Start Date].

**Your New Account Information:**

Your new Loan Number is: [New Loan Number]

**Payment Instructions:**

Please send all future mortgage payments to the following address:

[Payment Mailing Address]  
[City, State, Zip Code]

If you have automatic payments (ACH) set up with your previous servicer, they may not transfer automatically. Please log in to our website at [Website URL] to set up your new online account and recurring payments.

**Insurance and Taxes:**

If your loan is escrowed, we have notified your insurance agent and local taxing authorities of this change. You do not need to take any action at this time regarding your escrow account.

**Contact Us:**

If you have any questions, our customer service team is available at [Phone Number] from [Hours of Operation].

We look forward to serving you.

Sincerely,

[Incoming Servicer Name]  
Customer Service Department