

[Current Date]

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

Subject: Notice of Transfer of Servicing (Goodbye Letter)

Dear [Borrower Name],

We are writing to inform 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 Name] will stop accepting payments on [Date]. [New Servicer Name] will begin accepting payments on [Date].

New Servicer Contact Information:

Name: [New Servicer Name]
Address: [New Servicer Mailing Address]
Phone Number: [New Servicer Phone Number]
Website: [New Servicer Website]

Payment Instructions:

Please send all mortgage payments due on or after [Date] to [New Servicer Name] at the address listed below:

[New Servicer Payment Address]

If you use an online bill pay service through your bank, please update the payee information and account number to reflect the new servicer details as of the transfer date.

Other Important Information:

The transfer of servicing does not affect any term or condition of your mortgage other than items directly related to the servicing of your loan. If you have optional insurance (such as credit life insurance), please contact the provider to update your records.

Under federal law, during the 60-day period following the effective date of the transfer, a payment may not be treated as late if you accidentally send it to your old servicer before the due date.

If you have questions regarding your account prior to [Transfer Date], please contact [Current Servicer Name] at [Current Servicer Phone Number].

Sincerely,

[Current Servicer Name]