

[Date]

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

Subject: NOTICE OF SERVICING TRANSFER

Dear [Borrower Name],

The servicing of your mortgage loan is being transferred, effective [Date of Transfer]. This means that after this date, a new company will be collecting your mortgage payments and managing your escrow account (if applicable).

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

Current Servicer Information:

Until [Date of Transfer], you should continue to send your payments to:
[Current Servicer Name]
[Current Servicer Address]
[Current Servicer Customer Service Phone Number]

New Servicer Information:

Beginning [Date of Transfer], please send all future payments to:
[New Servicer Name]
[New Servicer Address for Payments]
[New Servicer Customer Service Phone Number]
[New Servicer Website]

Important Dates:

The present servicer will stop accepting payments from you on [Date].
The new servicer will begin accepting payments from you on [Date].

Under Federal law, during the 60-day period following the effective date of the transfer of loan servicing, a loan payment received by your old servicer before its due date may not be treated by the new servicer as late, and no late fee may be imposed on you.

If you have any questions regarding this transfer, please contact our Customer Service Department at [Phone Number] or the New Servicer at [Phone Number].

Sincerely,

[Sender Name/Organization Name]
[Contact Information]