

Date: [Insert Date]

Subject: Notice of Transfer of Servicing - Account Number: [Insert Account Number]

Dear [Customer Name(s)],

This letter serves as official notice that the servicing of your account is being transferred from [Current Servicer Name] to [New Servicer Name], effective [Transfer Date].

Transfer Information:

The assignment, sale, or transfer of the servicing of your account does not affect any term or condition of your original agreement, other than terms directly related to the servicing of your account. As your account is currently delinquent, please be advised that the new servicer will continue collection efforts.

Important Dates:

[Current Servicer Name] will stop accepting payments on [Stop Date].

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

New Servicer Contact Details:

Name: [New Servicer Name]

Address: [New Servicer Mailing Address]

Payment Address: [New Servicer Payment Address]

Phone Number: [New Servicer Phone Number]

Website: [New Servicer Website]

Action Required:

Please send all future payments to [New Servicer Name] starting on [Start Date]. If you have an automatic payment plan set up through your bank's bill pay, you must update the information with the new servicer's details listed above.

If you have any questions regarding this transfer, you may contact our Customer Service Departments at the numbers below:

[Current Servicer Name]: [Current Servicer Phone]

[New Servicer Name]: [New Servicer Phone]

Sincerely,

[Current Servicer Representative Name]

[Current Servicer Name]

[New Servicer Representative Name]

[New Servicer Name]