

[Current Date]

[Borrower Name]

[Borrower Address]

[City, State, Zip Code]

Re: Notice of Assignment, Sale, or Transfer of Mortgage Loan

Loan Number: [Loan Number]

Property Address: [Property Address]

Dear [Borrower Name],

This letter is to formally notify you that the ownership of your mortgage loan has been assigned, sold, or transferred from [Current Lender/Assignor] to [New Lender/Assignee], effective [Effective Date of Transfer].

What this means for you:

- The transfer of the ownership of your mortgage loan does not affect any term or condition of your mortgage contract other than the entity owning the loan.
- Under the law, the new owner of your mortgage loan is: [New Lender Name].
- The address for the new owner is: [New Lender Address].
- The phone number for the new owner is: [New Lender Phone Number].

Payment Instructions:

[Option A: Your loan servicer remains the same. Please continue to make payments to [Current Servicer Name] as you have previously.]

[Option B: Your loan servicer is also changing. Effective [Date], please send all future payments to [New Servicer Name] at [Payment Address].]

Recorded Assignment:

The assignment of your mortgage has been (or will be) recorded in the public records of [County Name] County, [State].

If you have any questions regarding this transfer, please contact our customer service department at [Phone Number] between the hours of [Operating Hours].

Sincerely,

[Sender Name/Company Name]

[Sender Title]

[Contact Information]