

Date: [Insert Date]

Subject: Notice of Transfer of Mortgage Servicing

Mortgage Loan Number: [Insert Loan Number]

Property Address: [Insert Property Address]

Dear [Borrower Name(s)],

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

Current Servicer Information (Transferor):

[Current Servicer Name]

[Address]

[Phone Number]

The current servicer will stop accepting payments from you after [Date].

New Servicer Information (Transferee):

[New Servicer Name]

[Address]

[Phone Number]

[Website Address]

The new servicer will start accepting payments from you on [Date].

Payment Instructions:

Please send all mortgage payments due on or after [Date] to [New Servicer Name] at the following address: [Payment Mailing Address]. If you use an online bill pay service through your bank, please update the payee information and account number accordingly.

Important Information:

- 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.
- This transfer of servicing does not affect any term or condition of your mortgage documents other than terms directly related to the servicing of your loan.
- If you have optional insurance (such as credit life insurance), please contact the provider to ensure coverage continues.

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

Sincerely,

[Authorized Signature]
[Current Servicer Name]

[Authorized Signature]
[New Servicer Name]