

Date: [Insert Date]

Subject: Notice of Assignment, Sale, or Transfer of Servicing Rights

Dear [Borrower Name(s)],

This letter is 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 from you after [Date].
- [New Servicer Name] will begin accepting payments from you on [Date].
- The transfer of servicing does not affect any terms or conditions of your mortgage instruments other than terms directly related to the servicing of your loan.

New Servicer Information:

Name: [New Servicer Name]

Address: [New Servicer Mailing Address]

Phone: [New Servicer Customer Service Phone Number]

Website: [New Servicer Website URL]

Payment Instructions:

Starting on [Date], please send all mortgage payments to the following address:

[New Servicer Payment Address]

[City, State, Zip Code]

If you use an online bill pay service through your bank, please update the payee information and account details to ensure your next payment is directed to the new servicer.

Important Note: Under federal law, during the 60-day period beginning on the effective date of the transfer, a loan payment received by your old servicer on or before its due date cannot be considered late by the new servicer, and no late fee can be imposed.

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

Sincerely,

[Sender Name/Company Name]

[Contact Information]