

[Date]

[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 [Transfer Date]. This means that after this date, a new company will be collecting your mortgage payments and managing your loan account.

Current Servicer Information:

[Current Servicer Name]
[Phone Number]
[Website]

New Servicer Information:

[New Servicer Name]
[Address]
[Phone Number]
[Website]

Important Payment Information:

- [Current Servicer Name] will stop accepting payments after [Date].
- [New Servicer Name] will begin accepting payments on [Date].
- Your first payment to the new servicer is due on [Date].

If you use an online bill pay service or automatic bank drafts, please update the payment instructions to the new servicer by the transfer date. This transfer does not change any terms or conditions of your mortgage note other than who services the loan.

Under federal law, during the 60-day period following the effective date of the transfer, a loan payment received by your old servicer before its due date cannot be treated as late by the new servicer.

If you have questions regarding your account prior to the transfer date, please contact us. After the transfer date, please contact [New Servicer Name].

Sincerely,

[Current Servicer Name]
Customer Service Department