

Date: [Insert Date]

Borrower Name(s): [Insert Borrower Name(s)]

Property Address: [Insert Property Address]

Loan Account Number: [Insert Account Number]

Subject: Notice of Transfer of Mortgage Ownership

Dear [Insert Borrower Name],

This letter is to formally notify you that the ownership of your mortgage loan for the property located at the address mentioned above has been transferred.

Transfer Details:

- **Effective Date of Transfer:** [Insert Date]
- **New Owner (Assignee):** [Insert Name of New Institution/Owner]
- **New Owner Contact Information:** [Insert Address and Phone Number]

Please note that this change in ownership does not affect the terms and conditions of your original mortgage agreement. Your interest rate, monthly payment amount, and remaining term remain the same.

Payment Instructions:

[Choose one option below]

- You should continue to send your payments to your current mortgage servicer: [Insert Servicer Name].
- Starting on [Insert Date], please direct all future mortgage payments to the new servicer: [Insert New Servicer Name and Address].

If you have any questions regarding this transfer, please contact our customer service department at [Insert Phone Number] or the new owner at the contact information provided above.

Sincerely,

[Your Name/Representative Name]

[Current Mortgage Holder/Company Name]

[Contact Phone Number]