

[Date]

[Borrower Name]

[Borrower Address]

[City, State, Zip Code]

**RE: NOTICE OF TRANSFER OF SERVICING - ACTIVE LOSS MITIGATION STATUS**

Property Address: [Property Address]

Loan Number: [Loan Number]

Dear [Borrower Name],

The servicing of your mortgage loan is being transferred from [Current Servicer Name] to [New Servicer Name], effective [Transfer Date].

**Status of Your Loss Mitigation Application**

Our records indicate that you are currently in the process of seeking a foreclosure prevention alternative (Loss Mitigation). Please be advised that your active application and all supporting documentation have been transferred to [New Servicer Name].

**Important Information Regarding Your Request:**

- **Pending Review:** If your application is currently under review, [New Servicer Name] will continue the evaluation process.
- **Trial Period Plan:** If you are currently in an active Trial Period Plan, you must continue to make your payments on time. Starting [Date], please send your payments to [New Servicer Name].
- **Approved Offers:** If you received a formal offer for a loan modification or other workout option, [New Servicer Name] is required to honor the terms of that offer provided you meet the specified deadlines.

**New Servicer Contact Information:**

[New Servicer Name]

[New Servicer Address]

[New Servicer Phone Number]

[New Servicer Website]

**Final Payments to Current Servicer:**

[Current Servicer Name] will stop accepting payments on [Stop Date]. Any payments received after this date will be forwarded to your new servicer.

Under federal law, during the 60-day period beginning on the effective date of the transfer, a late fee may not be imposed if you send a timely payment to the wrong servicer. However, we encourage you to update your records immediately to ensure no delays in your loss mitigation review.

Sincerely,

[Current Servicer Name]  
[Customer Service Department]

AND

[New Servicer Name]  
[Loss Mitigation Department]