

Date: [Insert Date]

Subject: NOTICE OF SERVICING ASSIGNMENT AND LOSS MITIGATION OPTIONS

Loan Number: [Insert Loan Number]

Property Address: [Insert Property Address]

Dear [Borrower Name],

1. NOTICE OF SERVICING TRANSFER

This letter is to inform you that the right to service your mortgage loan is being assigned, sold, or transferred from [Current Servicer Name] to [New Servicer Name], effective [Transfer Date].

What this means for you:

The transfer of servicing does not affect any term or condition of your mortgage other than entities servicing the loan. Starting [Date], you must send all mortgage payments to [New Servicer Name] at the following address: [Insert Payment Address].

2. LOSS MITIGATION OPTIONS

Our records indicate that your account is currently [Insert Status: e.g., past due]. We want to help you stay in your home. [New Servicer Name] offers several loss mitigation options that may be available to you depending on your eligibility:

- **Loan Modification:** A change to the original terms of your loan to make payments more affordable.
- **Forbearance Plan:** A temporary reduction or suspension of mortgage payments.
- **Repayment Plan:** An agreement to pay the past-due amount over a specific period.
- **Short Sale / Deed-in-Lieu:** Options to transition out of the property if staying is not feasible.

3. REQUIRED ACTION

To be evaluated for these options, you must complete a Loss Mitigation Application. Please contact our Loss Mitigation Department at [Phone Number] or visit our website at [URL] to download the necessary forms.

4. IMPORTANT CONTACT INFORMATION

New Servicer Customer Service: [Phone Number]

Loss Mitigation Department: [Phone Number]

Hours of Operation: [Insert Hours]

If you have questions regarding this transfer or your options to avoid foreclosure, please contact us immediately.

Sincerely,

[Name/Department]
[New Servicer Name]