

Date: [Date]

To: [Insurance Agency Name]

Address: [Insurance Agency Address]

City, State, Zip: [City, State, Zip]

RE: Notice of Transfer of Mortgage Servicing / Escrow Payee Change

Policyholder Name: [Borrower Name]

Policy Number: [Insurance Policy Number]

Property Address: [Full Property Address]

Loan Number: [Old Loan Number]

To Whom It May Concern,

Please be advised that the mortgage servicing for the above-referenced property has been transferred. Effective [Effective Date of Transfer], the responsibility for making escrow payments for hazard insurance has changed.

Please update your records to reflect the new Mortgagee Clause and bill the new servicer for all future premiums:

New Servicer Name: [New Servicer Name]

New Mortgagee Clause:

[New Servicer Name]

Its Successors and/or Assigns

[New Servicing Address]

[City, State, Zip]

If there are any pending invoices or upcoming renewals, please forward the billing statements to the new address provided above to ensure there is no lapse in coverage.

If you require further information regarding this transfer, please contact [New Servicer Phone Number].

Sincerely,

[Your Name / New Servicer Representative]

[Your Title]

[Your Phone Number]