

Date: [Insert Date]

[Borrower Name]
[Property Address]
[City, State, Zip Code]

Subject: Notice of Flood Insurance Servicing Transfer

Dear [Borrower Name],

This letter is to notify you that the servicing of your flood insurance policy for the property located at the address above is being transferred. This change is effective as of [Effective Date].

What is changing?

The responsibility for managing your flood insurance policy, collecting premiums through your escrow account (if applicable), and processing renewals is moving from [Current Servicer Name] to [New Servicer Name].

New Servicer Information:

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

What you need to do:

If you pay your flood insurance premiums directly, please send all future payments to the new servicer at the address listed above. If your premiums are paid through an escrow account, no action is required from you at this time; we have notified your insurance agent and the National Flood Insurance Program (NFIP) of this change.

Policy Details:

Policy Number: [Policy Number]
Flood Zone: [Zone]
Coverage Amount: [Amount]

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

Sincerely,

[Your Name/Company Name]
[Contact Information]