

[Date]

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

## **Notice of Assignment, Sale, or Transfer of Servicing Rights**

Dear [Borrower Name],

The servicing of your mortgage loan is being transferred, effective [Date of Transfer]. This means that after this date, a new company will be collecting your mortgage payments and managing your loan account.

### **Current Servicer Information:**

[Current Servicer Name]  
[Phone Number]  
[Website]

### **New Servicer Information:**

[New Servicer Name]  
[Address for Payments]  
[Phone Number]  
[Website]

### **Important Dates:**

- The last date your current servicer will accept payment is [Date].
- The first date your new servicer will accept payment is [Date].

### **Key Changes:**

- If you use an automatic payment service or online bill pay through your bank, you must update the payment information to reflect the new servicer after [Date of Transfer].
- The transfer of servicing does not affect any term or condition of your mortgage other than terms directly related to the servicing of your loan.
- If you have mortgage insurance or an escrow account for taxes and insurance, these will also be transferred to the new servicer.

Under federal law, during the 60-day period following the effective date of the transfer, a loan payment received by your old servicer before its due date cannot be treated as late by the new servicer if the payment was made on time.

If you have any questions regarding this transfer, please contact our customer service department at [Phone Number].

Sincerely,

[Sender Name/Company Name]

[Contact Information]