

[Date]

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

Subject: Notice of Transfer of Mortgage 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 responsible for collecting your mortgage payments and managing your escrow account.

Current Servicer Information:

Name: [Current Lender Name]
Customer Service Phone: [Phone Number]
Final Payment Date: [Date]

New Servicer Information:

Name: [New Lender Name]
Mailing Address: [New Lender Address]
Customer Service Phone: [New Phone Number]
Website: [New Website URL]
First Payment Date: [Date]

What you need to do:

- **Payments:** Send all payments due on or after [Date] to [New Lender Name].
- **Automatic Payments:** If you have automatic bill pay set up through your bank, you must update the payee information to the New Servicer.
- **Insurance:** We have notified your hazard insurance agent of this change. However, please verify that your insurance provider has the New Servicer's name and address on file.

Please note that under federal law, during the 60-day period following the effective date of the transfer, a loan payment received by your old servicer on or before its due date cannot be treated as late by the new servicer.

If you have any questions regarding this transition, please contact our customer service department.

Sincerely,

[Sender Name/Company]
[Contact Information]