

[Current 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 from [Current Servicer Name] to [New Servicer Name], effective [Transfer Date].

**What this means for you:**

Beginning [First Payment Date with New Servicer], you must send your mortgage payments to [New Servicer Name]. [Current Servicer Name] will stop accepting payments after [Stop Date].

**New Servicer Contact Information:**

Name: [New Servicer Name]  
Address for Payments: [New Payment Address]  
Customer Service Phone: [Phone Number]  
Website: [Website URL]

**Important Information:**

- The terms and conditions of your original mortgage note remain unchanged.
- Your loan number with the new servicer will be: [New Account Number].
- Under Federal law, during the 60-day period following the effective date of the transfer, a late fee may not be imposed if you send a timely payment to your previous servicer.

If you have any questions regarding this transfer, please contact [Current Servicer Name] at [Current Phone] before [Transfer Date], or [New Servicer Name] at [New Phone] after that date.

Sincerely,

[Authorized Signature]  
[Current Servicer Name]

And

[Authorized Signature]  
[New Servicer Name]