

[Date]

[Taxing Authority Name]

[Department Name]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

RE: Notice of Mortgage Servicing Transfer and Request to Update Tax Records

To Whom It May Concern,

This letter is to formally notify your office of a change in the mortgage servicer for the property identified below. Please update your records to ensure that all future property tax bills, assessments, and related correspondence are directed to the new servicer for payment via the established escrow account.

Property Information:

- **Property Address:** [Full Property Address]
- **Assessor's Parcel Number (APN):** [Parcel Number]
- **Property Owner(s):** [Owner Name(s)]

Previous Servicer Information:

- **Name:** [Previous Servicer Name]
- **Old Loan Number:** [Previous Loan Number]

New Servicer Information (Payee):

- **Name:** [New Servicer Name]
- **New Loan Number:** [New Loan Number]
- **Effective Date of Transfer:** [Date]
- **Tax Billing Address:**
[New Servicer Tax Dept Address]
[City, State, Zip Code]

If there are any delinquent taxes or upcoming deadlines within the next 30 days, please notify us immediately at [Contact Phone Number] or [Contact Email Address].

Thank you for your prompt attention to updating these records.

Sincerely,

[Authorized Signature]
[Printed Name]
[Title/Company Name]