

Date: [Date]

To: [Property Tax Authority Name]

[Address Line 1]

[City, State, Zip Code]

RE: Notice of Mortgage Servicing Transfer and Request to Update Billing Information

Property Address: [Property Address, City, State, Zip Code]

Parcel / Tax ID Number: [Parcel Number]

Account Number: [Former Mortgage Account Number]

To Whom It May Concern,

Please be advised that the mortgage servicing for the property referenced above has been transferred from [Name of Old Servicer] to [Name of New Servicer].

Effective immediately, please update your records to ensure all future property tax bills, assessments, and notices are sent to the following address for payment via the escrow account:

New Mortgage Servicer: [New Servicer Name]

Department: [Tax Department / Escrow Department]

Mailing Address: [New Servicer Billing Address]

City, State, Zip Code: [City, State, Zip Code]

New Loan Number: [New Loan Number]

If there are any outstanding tax bills or upcoming deadlines that require immediate attention, please forward copies to the address listed above or contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Mailing Address]