

[Your Name]  
[Your Property Address]  
[City, State, Zip Code]  
[Your Phone Number]  
[Your Email Address]

[Date]

[Tax Assessor Office Name]  
[Office Address]  
[City, State, Zip Code]

**RE: Notice of Change in Mortgage Servicing / Tax Billing Address**

Property Address: [Property Address]  
Parcel ID / Account Number: [Your Parcel ID Number]

To the Office of the Tax Assessor,

I am writing to formally notify your office that the mortgage servicing for the above-referenced property has been transferred. Please update your records to ensure that all future property tax bills and assessments are sent to my new mortgage servicer for payment through my escrow account.

**New Mortgage Servicer Information:**

- Servicer Name: [New Mortgage Company Name]
- Billing Address: [New Servicer Mailing Address]
- City, State, Zip: [City, State, Zip Code]
- Loan Number: [Your New Loan Number]
- Effective Date of Transfer: [Date of Transfer]

**Previous Mortgage Servicer Information:**

- Servicer Name: [Old Mortgage Company Name]

Please confirm that this change has been processed. If you require any additional documentation or have questions regarding this transfer, please contact me directly at [Your Phone Number].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]