

**Date:** [Date]

**Subject: Notice of Transfer of Tax Servicing**

Dear Tax Collector,

This letter is to formally notify your office of a change in the servicing of the property taxes for the following account(s):

**Property Owner Name:** [Owner Name]

**Property Address:** [Property Address]

**Parcel/Account Number:** [Parcel ID]

Effective [**Effective Date**], the responsibility for requesting tax bills and remitting payments has been transferred from:

**Former Servicer:** [Former Servicer Name]

**Address:** [Former Servicer Address]

The new servicer responsible for these payments is:

**New Servicer:** [New Servicer Name]

**Mailing Address for Tax Bills:** [New Servicer Address]

**Contact Phone:** [Phone Number]

**Email Address:** [Email Address]

Please update your records accordingly to ensure that all future tax bills, assessments, and correspondence are directed to the new servicer at the address listed above.

If you require any additional documentation or have specific forms required for this transfer, please contact us immediately.

Sincerely,

[Your Name/Signature]

[Title]

[Company Name]