

[Date]

[Homeowners Association Name]

[Management Company Name, if applicable]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

RE: Notice of Change in Mortgage Servicer and Billing Address

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

Homeowner Name(s): [Name of Homeowner/Borrower]

Loan Number: [Loan Number]

To Whom It May Concern,

This letter serves as formal notification that the mortgage servicing for the above-referenced property has been transferred.

Effective [Effective Date of Transfer], the new mortgage servicer is:

[New Servicer Name]

[Attention: Department Name]

[New Mailing Address]

[City, State, Zip Code]

[Phone Number]

Please update your records accordingly. All future correspondence regarding this property, including invoices for HOA dues, assessments, or related notices, should be sent to the address listed above.

If you require additional documentation regarding this transfer or have any questions, please contact the undersigned or the new servicer directly.

Sincerely,

[Your Name/Signature]

[Your Title/Company Name]

[Your Contact Phone Number]

[Your Email Address]