

[Date]

[HOA Name]

[HOA Mailing Address]

[City, State, Zip Code]

RE: Notice of Change in Mortgage Servicer

Property Address: [Full Property Address]

Homeowner Name(s): [Homeowner Name(s)]

To Whom It May Concern,

Please be advised that the mortgage servicing for the above-referenced property has been transferred. Effective [Effective Date], all mortgage payments and communications should be directed to the new servicer listed below.

New Mortgage Servicer Information:

New Servicer Name: [New Servicer Name]

Payment Address: [New Servicer Mailing Address]

Phone Number: [New Servicer Phone Number]

Loan Account Number: [Loan Number]

If your HOA currently receives payments through an escrow account managed by the lender, please update your records immediately to ensure future invoices and assessment notices are sent to the new servicer at the address provided above.

If you have any questions regarding this transition, please contact the new servicer directly or reach out to me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Signature]

[Your Printed Name]