

[Date]

[Homeowners Association Name]

[HOA Mailing Address]

[City, State, Zip Code]

RE: Notice of Transfer of Servicing and Contact Information

Dear Board of Directors / Association Manager,

Please be advised that effective [Transfer Date], the mortgage servicing rights for the property located at **[Property Address]** have been transferred to **[New Servicer Name]**.

As the new mortgage servicer, we are requesting that you update your records to ensure all future correspondence regarding this property, including dues statements, violation notices, and assessment liens, are sent to the following address:

[New Servicer Name]

Attn: [Department Name]

[Mailing Address]

[City, State, Zip Code]

Mortgagor/Homeowner Name: [Borrower Name]

Loan Number: [Loan Number]

If your association requires specific registration forms or the payment of a transfer fee to update these records, please contact our office immediately at [Phone Number] or via email at [Email Address].

Thank you for your cooperation in ensuring a smooth transition.

Sincerely,

[Your Name/Representative Name]

[Title]

[New Servicer Name]