

[Date]

[Homeowners Association Name]

[HOA Mailing Address]

[City, State, Zip Code]

**RE: Notice of Mortgage Servicing Transfer**

**Property Address:** [Full Property Address]

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

To Whom It May Concern,

Please be advised that the mortgage servicing for the property mentioned above has been transferred from my previous lender to a new servicer. As of [Effective Date of Transfer], all future inquiries regarding the mortgage or requests for dues certifications/payoff information should be directed to the new servicer listed below.

**New Mortgage Servicer Information:**

- **Company Name:** [New Servicer Name]
- **Mailing Address:** [New Servicer Address]
- **Customer Service Phone:** [New Servicer Phone Number]
- **New Loan Number:** [New Loan Number]

Please update your records to ensure that any necessary correspondence, assessment notices, or insurance-related documentation are sent to the correct institution.

If you require any additional documentation regarding this transfer, please contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Signature]

[Your Printed Name]