

Date: [Date]

To: [Homeowners Association Name]

Address: [HOA Mailing Address]

City, State, Zip: [City, State, Zip]

RE: Notice of Servicing Transfer

Property Address: [Homeowner Property Address]

Homeowner Name: [Homeowner Name]

Account/Unit Number: [Account Number]

To Whom It May Concern,

Please be advised that the mortgage servicing for the above-referenced property is being transferred from the current servicer to a new servicer. Effective [Date of Transfer], all future inquiries regarding the mortgage or requests for payoff statements should be directed to the new servicer listed below.

New Servicer Information:

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

Please update your records accordingly to ensure that any necessary HOA correspondence, dues statements, or legal notices are sent to the correct address if the servicer is responsible for such payments via an escrow account.

If you have any questions regarding this transfer, please contact us at [Your Phone Number].

Sincerely,

[Your Name/Company Name]

[Title]

[Contact Information]