

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

**Subject: NOTICE OF TRANSFER OF SERVICING**

Dear [Customer Name],

This letter is a joint notice from [Current Company Name] and [New Company Name] to inform you that the servicing of your [Account/Loan Type] is being transferred.

**What this means for you:**

The transfer of servicing does not affect any term or condition of your original agreement, other than terms directly related to the servicing of your account.

**Important Dates:**

The last day [Current Company Name] will accept payments from you is [Transfer Date]. Effective [Transfer Date], [New Company Name] will begin servicing your account and accepting your payments.

**Where to send payments:**

As of [Transfer Date], please send all payments to the following address:

[New Company Name]

[Payment Address]

[City, State, Zip Code]

**Contact Information:**

If you have questions for your **current** provider (before the transfer date):

[Current Company Name]

Phone: [Phone Number]

Website: [Website URL]

If you have questions for your **new** provider (after the transfer date):

[New Company Name]

Phone: [Phone Number]

Website: [Website URL]

Welcome to [New Company Name]. We look forward to serving you.

Sincerely,

[Authorized Representative Name]  
[Current Company Name]

[Authorized Representative Name]  
[New Company Name]