

[Date]

[Borrower Name]
[Property Address]
[City, State, Zip Code]

Subject: Notice of Assignment, Sale, or Transfer of Servicing Rights

Dear [Borrower Name],

Welcome to [New Servicer Name]. We are pleased to inform you that the servicing of your mortgage loan is being transferred from [Old Servicer Name] to [New Servicer Name], effective [Effective Date of Transfer].

What this means for you:

- The terms and conditions of your original mortgage note remain unchanged.
- [Old Servicer Name] will stop accepting payments on [Stop Date].
- [New Servicer Name] will begin accepting payments on [Start Date].

Payment Instructions:

Please update your records and direct all future payments to the following address:

[New Servicer Name]
[Payment Processing Address]
[City, State, Zip Code]

Your new loan account number is: **[New Loan Number]**

Next Steps:

You can manage your account online at [Website URL]. There, you can set up automatic payments (ACH), view statements, and access tax forms. If you previously had automatic payments set up with your old servicer, you may need to re-enroll with us to ensure uninterrupted service.

If you have any questions regarding this transfer, please contact our Customer Service Department at [Phone Number] or via email at [Email Address]. Our hours of operation are [Hours of Operation].

We look forward to serving you.

Sincerely,

[Authorized Signatory Name]
[New Servicer Name]