

[Date]

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

**Subject: Notice of Transfer of Servicing**

Dear [Borrower Name],

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

**What this means for you:**

- **Payments:** Starting on [Date], please send all mortgage payments to [New Servicer Name]. Payments sent to your old servicer after this date may result in processing delays.
- **Account Number:** Your new mortgage account number is [New Account Number].
- **Automatic Payments:** If you have automatic debits set up, [Action Required: e.g., they will transfer automatically / you must re-establish them at the new portal].
- **Escrow:** If you have an escrow account for taxes and insurance, this will transfer automatically with no action required from you.

**How to reach us:**

Website: [Website URL]  
Customer Service Phone: [Phone Number]  
Payment Address: [Mailing Address for Payments]

Under federal law, during the 60-day period following the effective date of the transfer, a late fee may not be imposed if you send a timely payment to your previous servicer. However, we encourage you to update your records as soon as possible to ensure a smooth transition.

We look forward to serving you.

Sincerely,

[Authorized Signature]  
[New Servicer Name]