

[Date]

[Borrower Name(s)]
[Property Address]
[City, State, Zip Code]
[Account Number]

RE: Notice of Transfer of Mortgage Servicing

Dear [Borrower Name],

The servicing of your mortgage loan is being transferred, effective [Date of Transfer]. This means that after this date, a new company will be responsible for collecting your mortgage payments and managing your escrow account.

Current Servicer Information:

[Current Servicer Name]
[Current Address]
[Current Phone Number]

New Servicer Information:

[New Servicer Name]
[New Mailing Address]
[New Phone Number]
[New Website]

Payment Instructions:

Beginning on [Date of First Payment to New Servicer], please send all mortgage payments to the following address:

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

If you use an online bill pay service through your bank, please update the payee information and mailing address to ensure your payments reach the new servicer on time. The terms and conditions of your mortgage remain unchanged.

If you have any questions regarding this transfer, please contact [New Servicer Name] at [New Phone Number].

Sincerely,

[Name of Representative]
[Title]
[Company Name]