

[Your Name]
[Your Account Number]
[Property Address]
[Date]

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

RE: Notice of Billing Address Update for Account [Your Account Number]

To Whom It May Concern,

I am writing to formally notify you of a change in my mailing address following the transfer of my mortgage servicing to your institution. Please update your records to ensure all future statements, tax documents, and correspondence are sent to the address listed below:

New Mailing Address:
[Full Street Address/P.O. Box]
[City, State, Zip Code]

This change is effective as of [Date]. Please note that the physical property address associated with the loan remains [Property Address].

Kindly confirm that this update has been processed in your system. If you require any additional documentation, please contact me at [Phone Number] or [Email Address].

Thank you for your assistance.

Sincerely,

[Your Signature]
[Your Printed Name]