

[Your Name]  
[Your Current Mailing Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]

[Date]

[Name of New Mortgage Servicer/Lender]  
[New Payment Processing Department]  
[New Payment Address]  
[City, State, Zip Code]

**RE: Mortgage Payment Address Modification Due to Transfer**

**Mortgage Account Number:** [Your Account Number]

Dear Customer Service Department,

I am writing to formally acknowledge the transfer of my mortgage loan servicing from [Name of Old Lender] to [Name of New Lender], effective [Effective Date of Transfer].

Please update your records to ensure that all future billing statements and correspondence are sent to my address listed above. Furthermore, I have updated my records to direct all future mortgage payments to the following address as provided in the transfer notice:

[Name of New Payee/Lender]  
[New Payment Address]  
[City, State, Zip Code]

I will begin sending payments to this new address starting with my [Month] payment, due on [Due Date].

Please confirm in writing once this modification has been processed in your system. If you require any additional information or documentation regarding this change, please contact me at [Phone Number].

Thank you for your assistance with this transition.

Sincerely,

[Your Signature]

[Your Printed Name]