

[Date]

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

Subject: NOTICE OF SERVICING TRANSFER

Dear [Borrower Name],

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

What this means for you:

The transfer of the servicing of your mortgage loan does not affect any term or condition of your mortgage instruments other than terms directly related to the servicing of your loan.

Payment Information:

[Old Servicer Name] will stop accepting payments after [Date]. [New Servicer Name] will begin accepting payments on [Date].

Please send all future mortgage payments to the following address:

[New Servicer Name]
Attn: Payment Processing
[P.O. Box / Street Address]
[City, State, Zip Code]

Important Details:

- **Loan Number:** Your new account number is [New Loan Number].
- **Automatic Payments:** If you had automatic drafts set up with your previous servicer, they may not transfer. Please log in to [Website URL] to set up new payment instructions.
- **Customer Service:** If you have questions, please call our customer service department at [Phone Number] between the hours of [Hours of Operation].

Thank you for the opportunity to serve your home financing needs.

Sincerely,

[New Servicer Name]
[Department Name]