

[Date]

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

**RE: Notice of New Payment Address for Loan Number: [Loan Number]**

Dear [Borrower Name],

This letter is to inform you of a change regarding where you should send your mortgage payments. Effective [Effective Date], the payment mailing address for your account has changed.

Please update your records and ensure all future payments are sent to the following address:

[New Servicer Name]  
[Attention/Department Name]  
[New Mailing Address]  
[City, State, Zip Code]

**Important Information:**

- **Checks:** Please make all checks or money orders payable to [New Payee Name].
- **Automatic Payments:** If you use an online bill pay service through your bank, please update the mailing address in their system immediately to avoid processing delays.
- **Due Date:** This change does not affect your payment due date or any other terms of your loan agreement.

If you have already mailed your payment to the previous address, it will be forwarded for a limited time. However, to ensure timely credit to your account, please use the new address listed above for all future correspondence.

If you have any questions regarding this change, please contact our Customer Service Department at [Phone Number] or visit our website at [Website URL].

Thank you for your prompt attention to this matter.

Sincerely,

[Sender Name/Company Name]  
[Title]