

[Date]

[Mortgage Servicer Name]
[Customer Service Department]
[Current Address on File]
[City, State, Zip Code]

RE: Notice of New Payment Address

Loan Number: [Your Loan Number]

Property Address: [Your Property Address]

To Whom It May Concern,

This letter is to formally notify you of a change in the billing and payment address for the above-referenced mortgage account. Please update your records immediately to ensure that all future statements, tax documents, and correspondence are sent to the following address:

New Mailing Address:

[Your Full Name or New Entity Name]
[New Street Address / P.O. Box]
[New City, State, Zip Code]

This change is effective as of [Effective Date].

Please confirm in writing once this update has been processed in your system. If you require any additional documentation or have questions regarding this request, please contact me at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]
[Your Printed Name]