

**Date:** [Insert Date]

**Subject:** Notice of Payment Address Change Due to Servicing Transfer

**Account Number:** [Insert Account Number]

Dear [Customer Name],

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

As a result of this transfer, the location where you send your payments will change. Please update your records and directed future payments to the following address:

**New Payment Address:**

[New Servicer Name]

[Street Address or P.O. Box]

[City, State, Zip Code]

**Important Information:**

- **Effective Date:** Please send all payments due on or after [Effective Date] to the new address.
- **Automatic Payments:** If you have set up automatic payments through your bank's bill pay service, you must update the payee address and account information immediately to avoid delays.
- **Check Payments:** Please ensure all checks are made payable to [New Servicer Name].

If you have any questions regarding this transfer or your new payment instructions, 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,

[Your Name/Department]

[Company Name]