

[Current Date]

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

RE: Notice of Servicing Transfer and Remittance Address Change

Account Number: [Loan/Account Number]

Dear [Customer Name],

This letter is to notify you that the servicing of your account is being transferred from [Current Company Name] to [New Company Name], effective [Transfer Date].

What this means for you:

Beginning on [Date], [New Company Name] will be responsible for collecting your payments and managing your account records. This change does not affect any of the terms or conditions of your original agreement other than the entity servicing the account.

New Remittance Address:

Please send all payments due on or after [Date] to the following address:

[New Company Name]
[New Payment Department/PO Box]
[City, State, Zip Code]

Important Action Items:

- If you use an online bill pay service through your bank, please update the payee information and mailing address immediately.
- If you have automatic recurring payments set up with [Current Company Name], they will [be transferred / cease] on [Date]. [Action required if they cease].
- Checks should now be made payable to [New Company Name].

Contact Information:

If you have questions regarding your account prior to [Transfer Date], please contact [Current Company Name] at [Phone Number].

For questions regarding your account on or after [Transfer Date], please contact [New Company Name] at [New Phone Number] or visit their website at [Website URL].

Thank you for your cooperation during this transition.

Sincerely,

[Name/Department]

[Current Company Name]