

**Date:** [Date]

**To:** [Borrower Name]

**Property Address:** [Property Address]

**Loan Number:** [Old Loan Number]

**Subject: Notice of Mortgage Transfer and Payment Instructions**

Dear [Borrower Name],

This letter is to formally notify you that the servicing of your mortgage loan has been transferred from [Old Servicer Name] to [New Servicer Name], effective [Transfer Date].

**Payment Instructions:**

Beginning on [Date of First Payment to New Servicer], all future mortgage payments should be sent to the new servicer at the address listed below. Please stop any automatic payments or "bill pay" settings currently directed to your previous servicer.

**New Payment Mailing Address:**

[New Servicer Name]

[Payment Processing Department/Address]

[City, State, Zip Code]

**New Customer Service Contact Information:**

Phone: [Phone Number]

Website: [Website URL]

If you have already mailed a payment to [Old Servicer Name] during this transition period, please note that there is a 60-day "grace period" following the transfer date. During this time, you cannot be charged a late fee if you send your payment to the previous servicer by mistake.

Your new servicer will be sending you a welcome package shortly with your new account number and detailed information regarding your escrow account (if applicable).

If you have any questions regarding this transfer, please contact [New Servicer Name] at the number provided above.

Sincerely,

[Your Name/Company Name]

[Title]

[Contact Information]