

Date: [Date]

Subject: Notice of Transfer of Servicing and Payment Routing Change

Account Number: [Loan/Account Number]

Dear [Customer Name],

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

What this means for you:

- [Old Servicer Name] will stop accepting payments on [Stop Date].
- [New Servicer Name] will begin accepting payments on [Start Date].
- The terms and conditions of your loan agreement remain unchanged.

Payment Routing Instructions:

Please update your records and direct all future payments to the following address:

[New Servicer Name]
[Payment Mailing Address]
[City, State, Zip Code]

Action Required for Automatic Payments:

If you currently have automatic payments (ACH) set up with [Old Servicer Name], these will [be/not be] transferred automatically. If they are not transferred, please visit [New Servicer Website] or call [New Servicer Phone Number] to set up your new payment method.

If you have any questions regarding this transition, please contact us at [Phone Number] before [Transfer Date]. After that date, please contact your new servicer at [New Servicer Phone Number].

Thank you for the opportunity to have served you.

Sincerely,

[Your Name/Company Name]
[Department Name]