

[Date]

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

RE: Notice of Transfer of Servicing and New Payment Address

Dear [Borrower Name],

This letter is to inform you that the servicing of your mortgage loan is being transferred from [Current Servicer Name] to [New Servicer Name], effective [Effective Date of Transfer].

Starting on [Date], [New Servicer Name] will be responsible for collecting your mortgage payments and managing your escrow account (if applicable). This transfer does not change any terms or conditions of your original loan agreement other than who services the loan.

New Payment Address:

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

[New Servicer Name]
[Department/Attn:]
[New Payment Address]
[City, State, Zip Code]

Important Information:

- **Last Payment to Current Servicer:** Your last payment to [Current Servicer Name] should be made no later than [Date].
- **First Payment to New Servicer:** Your first payment to [New Servicer Name] is due on [Date].
- **Automatic Payments:** If you use an automatic bill pay service through your bank, please update the payee information and mailing address immediately.

If you have any questions regarding this transfer, please contact our Customer Service Department at [Phone Number] or visit our website at [Website URL].

Sincerely,

[Your Name/Company Name]
[Title]
[Contact Information]