

[Date]

[Borrower Name]  
[Co-Borrower Name]  
[Property Address]  
[City, State, Zip Code]

**Subject: Notice of Servicing Transfer and Loss Mitigation Status**

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 [Transfer Date].

**Transfer Details:**

- **Current Servicer:** [Current Servicer Name]
- **New Servicer:** [New Servicer Name]
- **New Servicer Address:** [New Servicer Mailing Address]
- **New Servicer Phone:** [New Servicer Phone Number]
- **New Servicer Website:** [New Servicer Website URL]

**Loss Mitigation Status:**

Records indicate that you are currently engaged in a loss mitigation process. Please be advised of the following:

[Option A: If an application is pending]

Your pending loss mitigation application and all submitted documentation have been transferred to [New Servicer Name]. Your "Acknowledgment of Application" date remains [Original Date]. The new servicer will continue the review process without requiring you to restart the application.

[Option B: If an agreement is in place]

The terms of your existing [Trial Period Plan/Loan Modification/Forbearance] have been transferred. [New Servicer Name] will honor the terms of this agreement. Your next payment should be sent to [New Servicer Name] starting [Date].

**Action Required:**

Please update any automatic bill-pay services through your bank to ensure future payments are directed to [New Servicer Name]. If you have questions regarding your loss mitigation status during this transition, you may contact the [New Servicer Name] Loss Mitigation Department at [Phone Number].

Sincerely,

[Authorized Signature]  
[Current Servicer Name]

[Authorized Signature]  
[New Servicer Name]