

**Date:** [Insert Date]

**From:** [Current Servicer Name]  
[Current Servicer Address]  
[City, State, Zip Code]

**To:** [Borrower Name]  
[Property Address]  
[City, State, Zip Code]

**Subject: Notice of Servicing Transfer and Initial Escrow Account Disclosure**

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].

**1. Notice of Transfer**

Beginning [Date], you should send all mortgage payments to [New Servicer Name] at the following address: [New Servicer Payment Address]. Payments received by your current servicer after [Transfer Date] will be forwarded to your new servicer for a period of 60 days.

**2. Initial Escrow Account Disclosure Statement**

This statement is a projection of the activity in your escrow account during the first year of servicing with [New Servicer Name].

Month	Payments to Escrow (Deposit)	Payments from Escrow (Disbursement)	Description	Escrow Account Balance
Initial Deposit	[\$Amount]	-	Transfer Balance	[\$Balance]
[Month 1]	[\$Amount]	[\$Amount]	[e.g., Property Tax]	[\$Balance]
[Month 2]	[\$Amount]	[\$Amount]	[e.g., Hazard Insurance]	[\$Balance]

**Required Minimum Balance (Cushion):** \$[Amount]

**3. Contact Information**

If you have any questions regarding your transfer or your escrow account, please contact the New Servicer Customer Service Department:

- **Phone:** [New Servicer Phone Number]
- **Website:** [New Servicer Website]
- **Hours of Operation:** [Business Hours]

Sincerely,

[Authorized Signature]

[Current/New Servicer Name]