

[Date]

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

**RE: Notice of Escrow Account Transfer**

Loan Number: [Loan Number]

Dear [Borrower Name],

This letter serves as formal notification that the escrow account associated with your mortgage loan is being transferred from [Current Servicer Name] to [New Servicer Name].

**Transfer Details:**

- **Effective Date of Transfer:** [Date]
- **Current Servicer:** [Current Servicer Name]
- **New Servicer:** [New Servicer Name]
- **New Servicer Address:** [Address, City, State, Zip]
- **New Servicer Phone Number:** [Phone Number]

**Escrow Balance:**

All funds currently held in your escrow account for the payment of property taxes and insurance premiums will be transferred in full to the new servicer. Your current escrow balance as of [Date] is \$[Amount].

**Action Required:**

Beginning [Date], please direct all future inquiries regarding your escrow account, property tax payments, and insurance disbursements to [New Servicer Name]. If you have set up automatic payments through your bank's bill pay service, please update the payee information to reflect the new servicer.

This transfer does not affect any of the terms or conditions of your mortgage note other than the entity responsible for managing your escrow account.

If you have any questions regarding this transition, please contact our customer service department at [Current Servicer Phone Number] before [Date], or the new servicer at [New Servicer Phone Number] after that date.

Sincerely,

[Authorized Representative Name]  
[Current Servicer Name]