

Date: [Current Date]

[Borrower Name(s)]
[Property Address]
[City, State, Zip Code]

Subject: NOTICE OF TRANSFER OF SERVICING AND ESCROW FUNDS

Dear [Borrower Name],

This letter is to formally notify you that the servicing of your mortgage loan for the property located at [Property Address] is being transferred from [Name of Outgoing Servicer] to [Name of Incoming Servicer].

Transfer Details:

- **Effective Date of Transfer:** [Date]
- **Current Loan Number:** [Account Number]
- **New Loan Number:** [New Account Number, if known]

Escrow Account Information:

Any funds currently held in your escrow account for the payment of property taxes and insurance premiums will be transferred to your new servicer. As of [Date], your current escrow balance is \$[Amount]. This total, including any recent payments made prior to the transfer date, will be remitted to [Name of Incoming Servicer] by [Date].

New Servicer Contact Information:

[Name of Incoming Servicer]
[Address]
[Phone Number]
[Website]

Action Required:

Please update your records and direct all future mortgage payments and escrow-related inquiries to [Name of Incoming Servicer] effective [Date]. If you have set up automatic payments (ACH) with us, they will be discontinued after [Date], and you will need to re-establish them with the new servicer.

If you have any questions regarding this transfer before the effective date, please contact our customer service department at [Outgoing Servicer Phone Number].

Sincerely,

[Name of Authorized Representative]

[Name of Outgoing Servicer]