

[Company Name]
[Department Name]
[Address Line 1]
[City, State, Zip Code]
[Phone Number]

[Date]

[Borrower Name]
[Borrower Address Line 1]
[City, State, Zip Code]

RE: Expedited Acknowledgment of Servicing Transfer Inquiry

Account Number: [Account Number]
Property Address: [Property Address]

Dear [Borrower Name],

We have received your formal inquiry dated [Date of Borrower Letter] regarding the transfer of your mortgage loan servicing. This letter serves as our expedited acknowledgment of your request.

We are currently reviewing the details of your inquiry, including the effective date of the transfer, the contact information for the new servicer, and the handling of your recent payments. Our goal is to provide you with a comprehensive response and resolution as quickly as possible.

You can expect a detailed written response from us no later than [Insert Number, e.g., 15/30] business days from the date we received your request. In the meantime, if you have any urgent questions, please contact our Customer Service Department at [Phone Number] during our business hours: [Business Hours].

Thank you for your patience while we process this matter.

Sincerely,

[Name/Signature]
[Title]
[Company Name]