

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email Address]

[Date]

[New Servicer Name]
[New Servicer Correspondence Address]
[City, State, Zip Code]

RE: Notice of Error - Correction of Contact Information
Loan Number: [Your Loan Number]

To Whom It May Concern,

I am writing to formally request a correction to my contact information in your records. I recently received notice that the servicing of my mortgage loan was transferred to your company.

Upon reviewing the transfer documentation, I noticed that my contact information is incorrect. Please update your system to reflect the following accurate information:

- **Correct Mailing Address:** [Correct Street Address, City, State, Zip]
- **Correct Phone Number:** [Correct Phone Number]
- **Correct Email Address:** [Correct Email Address]

Please confirm in writing once these updates have been processed. I want to ensure that all future billing statements, tax forms, and correspondence are sent to the correct location to avoid any delays in payment or communication.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]