

[Your Name]
[Your Mailing Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Tax Authority Name]
[Department, e.g., Tax Collector's Office]
[Address]
[City, State, Zip Code]

RE: Correction of Mortgage Servicing Information

Property Address: [Full Property Address]
Parcel/Account Number: [Parcel ID or Account Number]

To Whom It May Concern,

I am writing to formally request a correction to the mortgage servicing information on file for the property referenced above. My mortgage has recently been transferred, and the tax billing records need to be updated to ensure future tax bills are sent to the correct financial institution for payment from my escrow account.

Please update your records as follows:

Previous Servicer: [Name of Old Mortgage Company]
New Servicer: [Name of New Mortgage Company]
New Servicer Billing Address: [Address for Tax Bill Submission]
Loan Number: [Your New Loan Number]
Effective Date of Transfer: [Date]

I have attached a copy of the "Notice of Transfer of Servicing" for your verification. Please confirm once these changes have been implemented in your system. If there are any outstanding tax payments or if additional forms are required, please contact me immediately.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

Enclosure: Notice of Transfer of Servicing