

[Date]

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

Re: Loan Number: [Loan Number]

Dear [Borrower Name],

Welcome to [New Servicer Name]. We are writing to confirm that your automatic recurring payment (Auto-Draft) instructions have been successfully transferred from your previous servicer, [Previous Servicer Name].

You do not need to take any action to continue your automatic payments. Your account is currently set up with the following details:

- **Draft Amount:** \$[Amount]
- **Draft Frequency:** [Monthly/Bi-Weekly]
- **Draft Day:** [Day of Month]
- **Bank Name:** [Bank Name]
- **Account Ending In:** [Last 4 Digits]

Your first scheduled draft with [New Servicer Name] will occur on [Date of First Draft].

Please ensure that sufficient funds are available in your bank account at least one business day prior to the draft date. If you wish to make changes to your banking information or cancel the automatic draft, please contact us at least [Number] days before your next scheduled payment.

If you have any questions, please visit our website at [Website URL] or call our Customer Service Department at [Phone Number]. Our hours of operation are [Hours of Operation].

Thank you for the opportunity to serve you.

Sincerely,

[New Servicer Name]
[Department Name]