

[Date]

[Borrower Name]
[Co-Borrower Name]
[Property Address]
[City, State, Zip Code]

Subject: Notice of Servicing Transfer

Loan Number: [Your Loan Number]

Dear [Borrower Name],

This letter is to inform you that the servicing of your mortgage loan is being transferred, effective **[Date of Transfer]**. This means that after this date, a new company will be responsible for collecting your mortgage payments and managing your loan account.

Current Servicer Information:

Until [Date of Transfer], please continue to send your payments to:
[Current Servicer Name]
[Current Servicer Address]
[Current Servicer Phone Number]

New Servicer Information:

Effective [Date of Transfer], all payments and inquiries should be directed to:
[New Servicer Name]
[New Servicer Address]
[New Servicer Website]
[New Servicer Phone Number]

Important Details Regarding the Transfer:

- **Payments:** Your first payment to the new servicer is due on [Date of First Payment to New Servicer].
- **Automatic Payments:** If you currently have automatic payments set up with your current servicer, please note that [they will transfer automatically / you will need to set them up with the new servicer].
- **Insurance and Taxes:** If you have an escrow account, the new servicer will take over the responsibility of paying your property taxes and insurance premiums.
- **Terms:** The transfer of servicing does not affect any term or condition of your mortgage other than the entity servicing the loan.

Under federal law, during the 60-day period following the effective date of the transfer, a loan payment received by your old servicer on or before its due date cannot be treated by the new servicer as late, and no late fee can be imposed on you.

If you have any questions regarding this transfer, please contact [Current Servicer] at [Phone Number] before [Date of Transfer], or [New Servicer] at [Phone Number] after that date.

Sincerely,

[Current Servicer Name]
[New Servicer Name]