

[Current Date]

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

Subject: Notice of Servicing Transfer

Dear [Borrower Name],

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

Current Servicer Information:

[Current Servicer Name]
[Current Servicer Phone Number]
[Current Servicer Website]

New Servicer Information:

[New Servicer Name]
[New Servicer Mailing Address]
[New Servicer Payment Address]
[New Servicer Phone Number]
[New Servicer Website]

Important Dates:

- The last day the current servicer will accept your payment is [Date].
- The first day the new servicer will accept your payment is [Date].

Please note that this transfer does not change any terms or conditions of your mortgage note, other than the entity servicing the loan. If you have automatic payments set up through your bank's bill pay, you must update the payee information to the new servicer by the effective date.

Under federal law, during the 60-day period beginning on the effective date of transfer, a payment may not be treated as late if you send it to the old servicer on or before the due date.

If you have any questions regarding this transfer, please contact [New Servicer Name] at [Phone Number].

Sincerely,

[Sender Name/Company Name]
[Contact Information]