

[Date]

[Borrower Name]

[Borrower Address]

[City, State, Zip Code]

Re: Loan Number: [Loan Number]

Dear [Borrower Name],

Enclosed please find the **Transfer of Servicing Addendum** regarding your mortgage loan. This document is an amendment to your original agreement and provides formal notification concerning the change in the entity responsible for collecting your mortgage payments and managing your escrow account.

Please review the attached addendum carefully as it contains important information regarding:

- The effective date of the transfer.
- The contact information for your new servicer.
- Instructions on where to send your future monthly payments.
- Details regarding the transition of your escrow balance, if applicable.

We ask that you sign and return one copy of the enclosed addendum in the provided envelope by [Due Date] to ensure our records are updated correctly.

If you have any questions regarding this transfer or the enclosed document, please contact our Customer Service Department at [Phone Number] between the hours of [Hours of Operation].

Sincerely,

[Sender Name]

[Title]

[Company Name]

Enclosure: Transfer of Servicing Addendum