

[Date]

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

Subject: NOTICE OF SERVICING TRANSFER

Dear [Borrower Name],

The purpose of this letter is to inform you that the servicing of your mortgage loan is being transferred from [Current Servicer Name] to [New Servicer Name], effective [Effective Date of Transfer].

What this means for you:

[Current Servicer Name] will stop accepting payments from you after [Last Date]. [New Servicer Name] will begin accepting payments from you on [First Date].

New Servicer Contact Information:

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

Payment Instructions:

Please send all future payments to the following address:
[New Servicer Payment Address]

If you have automatic payments set up through your bank's bill pay service, please update the payee information and account details to ensure your next payment is sent to the new servicer.

Under federal law, during the 60-day period following the effective date of the transfer, a loan payment received by your old servicer before its due date cannot be treated as late by the new servicer if the payment was otherwise made on time.

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

Sincerely,

[Name/Department]
[Current Servicer Name]