

Date: [Insert Date]

To: [Successor Servicer Name]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]

Subject: Formal Statement of Relinquishment of Servicing Duties

Account/Loan Reference Number: [Insert Number]

Dear [Contact Name or Department],

This letter serves as a formal statement that [Current Servicer Name] hereby relinquishes all servicing duties, responsibilities, and rights regarding the above-referenced account, effective as of [Transfer Date].

In accordance with the transfer agreement, [Current Servicer Name] has completed the following actions:

- Cessation of payment collections and processing.
- Transfer of all relevant borrower records, payment histories, and legal documentation.
- Notification to the borrower(s) regarding the change in servicer.
- Transfer of escrow funds and tax/insurance impounds (if applicable).

From the effective date onward, [Current Servicer Name] shall no longer be responsible for any administrative tasks, reporting requirements, or borrower inquiries related to this account. All such duties are hereby assumed by [Successor Servicer Name].

Please acknowledge receipt of this statement and the completion of the transfer process.

Sincerely,

[Signature]
[Name of Authorized Representative]
[Title]
[Current Servicer Company Name]

CC: [Borrower Name]
[Regulatory Agency/Other Parties if applicable]