

Date: [Current Date]

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

**Subject: Welcome - Notice of Mortgage Assignment and Transfer of Servicing**

Dear [Borrower Name],

We are pleased to welcome you to [New Company Name]. This letter serves as formal notice that the servicing of your mortgage loan is being transferred from [Old Company Name] to [New Company Name], effective [Transfer Date].

**What this means for you:**

- **New Loan Number:** Your new account number is [New Loan Number].
- **Payments:** Starting [Date], please direct all mortgage payments to [New Company Name].
- **Automatic Payments:** If you had automatic drafts set up with your previous servicer, [Action Required: e.g., they will not transfer / you must re-enroll at our website].

**Where to send payments:**

[New Company Name]  
[Payment Processing Address]  
[City, State, Zip Code]

**Contact Information:**

If you have any questions regarding your account, please contact our Customer Service Department:

- Phone: [Phone Number]
- Website: [Website URL]
- Hours: [Operating Hours]

We look forward to serving you.

Sincerely,

[Name/Department]  
[New Company Name]