

Date: [Insert Date]

Subject: Notice of Assignment, Sale, or Transfer of Mortgage Servicing Rights

Dear [Borrower Name(s)],

We are writing to inform you that the servicing of your mortgage loan is being transferred from [Current Servicer Name] to [New Servicer Name], effective [Transfer Date].

What this means for you:

- [Current Servicer Name] will stop accepting payments on [Date].
- [New Servicer Name] will begin accepting payments on [Date].
- Your loan terms, interest rate, and principal balance remain unchanged. Only the entity collecting your payments is changing.

New Servicer Contact Information:

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

Payment Instructions:

If you use an online bill pay service through your bank, please update the payee information to [New Servicer Name] starting [Date]. If you have automatic recurring payments set up with us, they will be [cancelled/transferred automatically].

It has been a pleasure serving you. If you have any questions regarding this transition before [Transfer Date], please contact us at [Current Servicer Phone Number]. After that date, please contact your new servicer.

Sincerely,

[Authorized Signature]
[Current Servicer Name]