

[Date]

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

RE: Notice of Escrow Account Transfer - Loan Number: [Loan Number]

Dear [Recipient Name],

This letter is to formally notify you that the escrow account associated with your mortgage/property located at [Property Address] is being transferred.

Transfer Details:

- **Current Servicer:** [Current Company Name]
- **New Servicer:** [New Company Name]
- **Effective Date of Transfer:** [Date]

The transfer of your escrow account does not affect the terms or conditions of your original agreement. However, starting on [Date], all future escrow-related payments and inquiries should be directed to the new servicer at the contact information provided below:

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

Please ensure that any automated payments or insurance provider records are updated to reflect this change to avoid any delays in tax or insurance disbursements.

If you have any questions regarding this transition, please contact our customer service department at [Current Servicer Phone Number] before [Date], or contact the new servicer after that date.

Sincerely,

[Your Name/Company Representative]
[Company Name]