

[Date]

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

Re: Loan Number: [Loan Number]

## Notice of Escrow Account Closure and Servicing Transfer

Dear [Borrower Name],

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 [Transfer Date].

As part of this transition, your escrow account with [Current Servicer Name] has been closed. Please review the following details regarding the final balance and the transfer of funds:

- **Escrow Balance at Time of Closure:** \$[Amount]
- **Status of Funds:** [Choose one: These funds have been transferred directly to your new servicer / A check for this balance is enclosed with this letter].
- **Final Escrow Analysis:** A final escrow statement is attached for your records, detailing all payments made for taxes and insurance since the last analysis.

### Action Required:

Starting [Date], please send all future mortgage payments to [New Servicer Name] at the following address:

[New Servicer Name]  
[Payment Mailing Address]  
[City, State, Zip Code]  
[New Servicer Phone Number]  
[New Servicer Website]

If you have any questions regarding your previous escrow disbursements or the closure of this account, please contact our customer service department at [Current Servicer Phone Number] before [Account Deactivation Date].

Thank you for the opportunity to have served you.

Sincerely,

[Current Servicer Name]  
[Department Name]