

Date: [Date]

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

Subject: Notice of Servicing Transfer (Mortgage Loan #[Loan Number])

Dear [Borrower Name],

The servicing of your mortgage loan is being transferred, effective [Transfer Date]. This means that after this date, a new company will be collecting your mortgage payments and managing your loan account.

Current Servicer Information:

The current servicer is [Current Servicer Name]. They will stop accepting payments from you after [Last Payment Date].

New Servicer Information:

The new servicer is [New Servicer Name]. They will begin accepting payments from you on [First Payment Date].

New Servicer Contact Details:

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

Important Payment Instructions:

Send all payments due on or after [First Payment Date] to [New Servicer Name]. If you use an online bill pay service through your bank, please update the payee information to ensure your payments reach the correct company.

Impact on Terms:

This transfer does not change any terms or conditions of your mortgage loan other than who services the loan.

Under federal law, during the 60-day period following the effective date of the transfer, a loan payment received by your old servicer before its due date cannot be treated as late by the new servicer.

If you have any questions regarding this transfer, please contact [Current Servicer Name] at [Current Phone] before [Transfer Date], or [New Servicer Name] at [New Phone] after [Transfer Date].

Sincerely,

[Sender Name/Company]
[Contact Information]