Date: [Current Date]

To: [Borrower Name]
Property Address: [Property Address]
Loan Account Number: [Account Number]

Subject: Notice of Assignment, Sale, or Transfer of Mortgage Loan

Dear [Borrower Name],

This letter is to formally notify you that the ownership of your mortgage loan has been transferred. Effective [Transfer Date], the new mortgagee (owner) of your mortgage is [New Mortgagee Name].

Transfer Information:

- **Original Mortgagee:** [Previous Lender Name]
- **New Mortgagee:** [New Lender/Entity Name]
- **Mailing Address:** [New Mortgagee Address]
- **Contact Number:** [New Mortgagee Phone Number]

Servicing Information:

[Check one of the following:]

- [ ] The servicing of your loan (where you send payments) will NOT change. Please continue to make payments to [Current Servicer Name].
- [ ] The servicing of your loan will also be transferred. A separate "Notice of Servicing Transfer" will be sent to you with instructions regarding your future payments.

The transfer of the ownership of your mortgage loan does not affect any term or condition of your mortgage instruments, other than the entity owning the loan.

If you have any questions regarding this transfer, please contact our customer service department at [Phone Number] between the hours of [Operating Hours].

Sincerely,

[Sender Name/Representative Name]
[Title]
[Company Name]