

Important Notice: Loan Servicer Transition

Date: [Insert Date]

Dear [Borrower's Name],

We are writing to inform you that your loan servicing will be transitioning from [Current Servicer Name] to [New Servicer Name] effective [Transition Date]. This change is part of our efforts to better serve our customers and improve your loan experience.

Please note the following important details regarding this transition:

- Your account number will remain the same.
- All payments should be sent to [New Servicer Address] starting on [Transition Date].
- You will receive a welcome packet from [New Servicer Name] including important account information.
- If you have scheduled automatic payments, please contact the new servicer to ensure no interruption.

If you have any questions or need assistance, please do not hesitate to contact us at [Current Servicer Contact Number] or reach out to [New Servicer Contact Number] starting on [Transition Date].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]