

# Important Notice: Loan Servicing Transfer

Date: [Insert Date]

Dear [Borrower's Name],

We are writing to inform you that your loan servicing will be transferring from [Current Servicer Name] to [New Servicer Name]. This change will take effect on [Transfer Date].

Please note the following important details:

- Your new loan servicer will be [New Servicer Name].
- Starting on [Transfer Date], all payments and correspondence regarding your loan should be directed to [New Servicer Name] at [New Servicer Contact Information].
- You will receive a welcome packet from [New Servicer Name] with more information on managing your loan.
- If you have any questions, you can contact us at [Current Servicer Contact Information] before the transfer or reach out to [New Servicer Contact Information] after the transfer.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Contact Information]