

# Borrower Change Notification

Date: [Date]

To: [Lender's Name]

[Lender's Address]

[City, State, Zip Code]

Dear [Lender's Name],

I hope this message finds you well. I am writing to formally notify you of a change in the borrower for loan number [Loan Number]. Effective [Effective Date], [New Borrower's Name] will be assuming full responsibility for the loan.

Please find the details of the new borrower below:

- Name: [New Borrower's Name]
- Address: [New Borrower's Address]
- Phone Number: [New Borrower's Phone Number]
- Email: [New Borrower's Email]

Should you require any further documentation or information to process this change, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]