

[Your Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Insurance Company Name]
[Insurance Company Address]
[City, State, Zip Code]

RE: Mortgage Payoff and Policy Update

Policy Number: [Your Policy Number]

Property Address: [Your Property Address]

To Whom It May Concern,

I am writing to formally notify you that the mortgage on the above-referenced property has been paid in full as of [Date of Payoff].

Please update my homeowners insurance policy to remove the following mortgagee/lender from the policy records:

Lender Name: [Lender Name]

Loan Number: [Your Loan Number]

Additionally, please ensure that all future renewal notices, premium invoices, and refunds are sent directly to me at my home address, as I will no longer be using an escrow account for these payments.

Attached to this letter is a copy of the [Payoff Confirmation Letter / Release of Lien] for your records.

Please send an updated Declarations Page reflecting these changes to my email or mailing address listed above.

Sincerely,

[Your Signature]

[Your Printed Name]