

[Your Name]
[Your Policy Number]
[Property Address]
[Phone Number]
[Date]

[Insurance Company Name]
[Insurance Company Address]

Subject: Request for Mortgagee Clause Update Endorsement

To Whom It May Concern,

I am writing to request an update to the mortgagee clause on my current insurance policy, effective [Date of Change]. Please update the loss payee information to reflect my new mortgage lender as follows:

New Mortgagee Name: [New Lender Name]
ISAOA / ATIMA Address: [New Lender Address]
Loan Number: [Your Loan Number]

Please issue an endorsement reflecting this change and provide a copy of the updated Evidence of Insurance (EOI) or Declarations Page to both myself and the new lender at the address listed above.

If you require any further documentation to process this request, please contact me at [Phone Number].

Thank you for your assistance.

Sincerely,

[Your Signature]
[Your Printed Name]