

Date: [Insert Date]

To: [Insurance Carrier Name]

Policy Department

[Carrier Address]

[City, State, Zip Code]

RE: Request for Mortgagee Clause Update Endorsement

Policy Number: [Insert Policy Number]

Insured Name(s): [Insert Name of Insured]

Property Address: [Insert Full Property Address]

To Whom It May Concern,

Please update the mortgagee clause on the above-referenced insurance policy effective [Effective Date of Change]. The corrected mortgagee information should read as follows:

New Mortgagee Name: [Insert New Lender Name]

ISAOA / ATIMA

Mailing Address: [Insert Lender Mailing Address]

City, State, Zip Code: [Insert Lender City, State, Zip]

Loan Number: [Insert Loan Number]

Please issue an updated Declarations Page or an Endorsement reflecting this change and send a copy to the mortgagee at the address listed above, as well as a copy to our records at [Your Email/Address].

If you require additional information to process this request, please contact me at [Your Phone Number].

Sincerely,

[Your Name / Authorized Representative Name]

[Your Title/Company, if applicable]