

[Date]

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

RE: Confirmation of Mortgagee Clause Update

Policy Number: [Insurance Policy Number]
Insured Party: [Borrower Name(s)]
Property Address: [Full Property Address]

To Whom It May Concern,

Please be advised that the mortgagee clause for the above-referenced insurance policy has been updated. Please update your records to reflect the following new mortgagee information:

[New Lender Name]
Its Successors and/or Assigns (ISAOA)
As Their Interests May Appear (ATIMA)
[New Lender Mailing Address]
[City, State, Zip Code]

Please issue a revised Evidence of Insurance (EOI) or a Policy Endorsement showing this updated clause and send it to our office via [Fax Number/Email Address/Mailing Address].

If you have any questions regarding this update, please contact our loan servicing department at [Phone Number].

Thank you for your prompt attention to this matter.

Sincerely,

[Sender Name/Department Name]
[Lender Name]