

[Date]

[Policyholder Name]

[Property Address]

[City, State, Zip Code]

RE: Pending Information - Mortgagee Clause Update

Policy Number: [Policy Number]

Dear [Policyholder Name],

We are currently processing your request to update the Mortgagee Clause on the insurance policy referenced above. However, we require additional information to complete the endorsement.

Please provide the following missing details:

- Full Legal Name of the New Mortgagee/Lender
- Loss Payable Address (including P.O. Box if applicable)
- Loan Number
- Effective Date of the Change

Once this information is received, we will issue the endorsement and send a copy of the updated declarations page to you and your lender.

You may submit this information by replying to this email, calling us at [Phone Number], or mailing it to [Office Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Agent Name]

[Agency Name]

[Contact Information]