

Date: [Date]

To: [Insurance Company Name]

Attn: Policy Administration Department

Email/Fax: [Contact Details]

RE: URGENT MORTGAGEE CLAUSE UPDATE

Policy Number: [Policy Number]

Insured Name(s): [Name of Policy Holder]

Property Address: [Full Property Address]

To Whom It May Concern,

Please update the mortgagee clause on the above-referenced policy effective immediately. This change is required due to a [refinance / sale of loan / lender name change].

Correct Mortgagee Clause:

[New Lender Name]

Its Successors and/or Assigns (ISAOA) / As Their Interests May Appear (ATIMA)

[New Mailing Address]

[City, State, Zip Code]

Loan Number: [New Loan Number]

Once the endorsement is processed, please provide an updated Evidence of Insurance (EOI) or Certificate of Insurance to the following:

- **Email:** [Lender/Agent Email]
- **Fax:** [Lender/Agent Fax]

If there are any premium adjustments or additional information required, please contact me at [Your Phone Number] or [Your Email].

Thank you for your prompt attention to this urgent matter.

Sincerely,

[Your Signature]

[Your Printed Name]