

[Current Date]

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

RE: Mortgagee Clause Update / Policy Endorsement

Policy Number: [Your Policy Number]

Insured Property: [Property Address]

Dear Customer Service Team,

Please find the enclosed endorsement documentation regarding the update to the mortgagee clause for the above-referenced insurance policy.

We kindly request that you update your records to reflect the new mortgagee information as follows:

[New Mortgage Company Name]
[ISAOA / ATIMA]
[Mailing Address for Notifications]
[City, State, Zip Code]
Loan Number: [Your Loan Number]

If any additional information is required to complete this update, please contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]
[Your Signature if sending by mail]