

Date: [Current Date]

To: [Insurance Company Name]

Address: [Insurance Company Address]

City, State, Zip: [City, State, Zip]

RE: Notice of Refinance and Mortgagee Clause Update

Policy Number: [Insurance Policy Number]

Insured Property: [Property Address]

Insured Name(s): [Policyholder Names]

To Whom It May Concern,

Please be advised that I am currently refinancing my mortgage for the property referenced above. As a result, I am requesting a formal endorsement to update the mortgagee clause on my homeowners insurance policy.

Please remove the existing lender and replace it with the following new mortgagee information:

New Mortgagee Name: [New Lender Name]

ISAOA / ATIMA: [Its Successors And/Or Assigns / As Their Interests May Appear]

Address: [New Lender Mailing Address]

City, State, Zip: [City, State, Zip]

Loan Number: [New Loan Number]

The effective date of this change should be [Closing Date].

Please issue an updated Evidence of Insurance (EOI) or a Certificate of Insurance reflecting this change and send a copy to my new lender at [Lender Email/Fax] and to me at your earliest convenience.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Phone Number]