

Date: [Current Date]

To: [Insurance Company Name]

Address: [Insurance Company Address]

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

Subject: REQUEST TO REMOVE PRIOR LENDER AND UPDATE MORTGAGEE
CLAUSE

Policy Number: [Your Insurance Policy Number]

Insured Property Address: [Full Property Address]

To Whom It May Concern,

Please update the mortgagee clause for the insurance policy referenced above. I am notifying you that the previous lender has been paid in full or the loan has been transferred. Therefore, please remove the following entity from the policy:

Prior Lender to be Removed:

[Name of Old Lender]

[Old Lender Address]

Please add the following new lender as the primary mortgagee/loss payee:

New Mortgagee Clause:

[New Lender Name]

Its Successors and/or Assigns (ISAOA)

As Their Interests May Appear (ATIMA)

[New Lender Mailing Address]

[City, State, Zip]

Loan Number: [Your New Loan Number]

Please issue an updated Evidence of Insurance or Declarations Page reflecting this change and send a copy to both the new lender and to my attention. This change is effective as of [Effective Date].

If you have any questions, please contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Signature]

[Your Printed Name]