

[Date]

[Insured Name]

[Insured Address]

[City, State, Zip Code]

Re: Premium Adjustment for Mortgagee Clause Update

Policy Number: [Policy Number]

Effective Date: [Endorsement Effective Date]

Dear [Insured Name],

This letter is to inform you that we have processed an endorsement to update the mortgagee clause on your insurance policy as requested.

Due to the changes in the lienholder information or requirements, there has been a corresponding adjustment to your policy premium. Please find the details of the adjustment below:

- **Previous Annual Premium:** \$[Amount]
- **New Annual Premium:** \$[Amount]
- **Total Premium Change:** \$[Amount] ([Increase/Decrease])

Payment Instructions:

[Insert instruction: e.g., The additional premium will be reflected in your next billing statement / A refund check is enclosed / No action is required if paid via escrow.]

Revised policy declarations reflecting the new mortgagee information are attached for your records. We recommend sharing a copy with your mortgage lender to ensure their files are up to date.

If you have any questions regarding this adjustment, please contact your agent at [Agent Phone Number] or our customer service department.

Sincerely,

[Sender Name/Department]

[Insurance Company Name]