

Date: [Date]

To: [Insurance Company Name]

Address: [Insurance Company Address]

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

Re: Correction of Mortgagee Clause Update Endorsement

Policy Number: [Your Policy Number]

Insured Name: [Your Full Name]

Property Address: [Insured Property Address]

To Whom It May Concern,

I am writing to request a formal correction to the Mortgagee Clause update endorsement recently issued for the policy referenced above. The information currently listed is incorrect.

Please update the Mortgagee Clause to reflect the following correct information:

Correct Mortgagee Name: [Correct Lender Name]

Correct ISAOA/ATIMA: [Its Successors and/or Assigns as Their Interests May Appear]

Correct Mailing Address: [Lender's Billing Address]

Loan Number: [Your Loan Number]

Please issue a revised Declarations Page or Endorsement showing these corrections and provide a copy to both myself and the mortgagee listed above.

If you require any further documentation to process this change, please contact me at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]