

Date: [Date]

To: [Mortgage Company Name]

Address: [Mortgage Company Mailing Address]

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

RE: Final Policy Declaration and Mortgagee Clause Update

Loan Number: [Loan Number]

Insured Name: [Policyholder Name]

Property Address: [Property Address]

To Whom It May Concern,

Please find the enclosed Final Policy Declaration for the insurance coverage on the above-referenced property. This letter serves as formal notification to update your records with the correct Mortgagee Clause as follows:

New Mortgagee Clause:

[Correct Mortgagee Name]

ISAOA / ATIMA

[Mortgagee Billing Address]

[City, State, Zip Code]

Policy Details:

Insurance Carrier: [Insurance Company Name]

Policy Number: [Policy Number]

Effective Date: [Start Date]

Expiration Date: [End Date]

Please ensure that all future billing statements and correspondence are directed to the address listed above. If you have any questions or require additional information, please contact me at [Phone Number] or via email at [Email Address].

Thank you for your prompt attention to this update.

Sincerely,

[Your Signature]

[Your Printed Name]

Enclosure: Final Policy Declaration Page