Date: [Date]

To:
[Mortgage Servicer Name]
[Mortgage Servicer Address]
[City, State, Zip Code]

RE: Notice of Insurance Policy Cancellation

Mortgagor Name: [Your Name]
Loan Number: [Your Loan Number]
Property Address: [Full Property Address]
Insurance Carrier: [Old Insurance Company Name]
Policy Number: [Old Policy Number]

To Whom It May Concern,

Please accept this letter as formal notification that the hazard insurance policy referenced above has been cancelled effective **[Cancellation Date]**.

I have replaced this coverage with a new policy. Please find the details for the new policy below:

- **New Carrier:** [New Insurance Company Name]
- **New Policy Number:** [New Policy Number]
- **Effective Date:** [Effective Date]

I have attached the new Policy Declaration Page for your records. Please update your escrow records immediately to ensure that future premium payments are directed to the new insurance carrier and that no lapse in coverage is recorded.

If any premium refunds are issued by the previous carrier to the escrow account, please apply them accordingly.

Please confirm receipt of this notification and the update of my account records.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Phone Number]

Attachment: New Insurance Policy Declaration Page