[Date]

[Lienholder Name]
[Lienholder Address]
[City, State, Zip Code]

RE: Notice of Lienholder Addition

To Whom It May Concern,

This letter serves as formal confirmation that [Lienholder Name] has been added as a loss payee and lienholder on the following asset:

- **Asset Description:** [Year, Make, Model or Property Address]
- **Identification Number:** [VIN or Account Number]
- **Owner Name:** [Owner/Insured Name]
- **Policy/Reference Number:** [Number]
- **Effective Date:** [Date]

Our records have been updated to reflect your interest in this property. Any future correspondence, notices of cancellation, or insurance renewals regarding this asset will include your organization as a designated party.

If you require further documentation or a formal Certificate of Insurance, please contact our office at [Phone Number] or via email at [Email Address].

Sincerely,

[Your Name/Signature]
[Your Title]
[Company Name]