[Date]

[Insurance Company Name]
[Insurance Company Address]
[City, State, Zip Code]

Re: Notification of New Mortgagee / Loss Payee

Policy Number: [Your Policy Number]
Insured Property Address: [Property Address]

To Whom It May Concern,

This letter serves as formal notification to update the mortgagee information on the insurance policy referenced above. Please add the following entity as a new mortgagee and loss payee:

Mortgagee Name: [Bank or Lending Institution Name]
Mortgagee Address: [Mailing Address for Mortgagee]
Loan Number: [Your Loan Number]

Please update your records effective immediately and issue an amended Certificate of Insurance or Evidence of Property Insurance showing the added interest. A copy of the updated document should be sent to both the undersigned and the mortgagee at the address listed above.

If you require any further documentation to process this request, 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]