[Your Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

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

RE: Request to Remove Mortgagee / Loss Payee
Policy Number: [Your Insurance Policy Number]
Property Address: [Full Address of Insured Property]

To Whom It May Concern,

I am writing to formally request the removal of the following mortgagee from the insurance policy mentioned above:

Previous Mortgagee Name: [Name of Bank or Lending Institution]
Loan Number: [Your Old Loan Number]

The mortgage associated with this lender has been fully satisfied and paid in full. Attached to this letter, please find a copy of the [Release of Lien / Mortgage Satisfaction Piece / Paid in Full Letter] as evidence of this discharge.

Please update your records immediately and issue a revised Insurance Declaration Page reflecting this change. If there is a new mortgagee to be added, their details are provided below (otherwise, please leave the mortgagee section blank):

[New Mortgagee Name, if applicable]
[New Mortgagee Address]
[New Loan Number]

Should you require any additional information, please contact me at [Your Phone Number].

Sincerely,

[Your Signature]

[Your Printed Name]

Enclosure: Evidence of Mortgage Satisfaction