[Date]

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

RE: Notice of Change in Mortgagee / Loss Payee Clause

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

To Whom It May Concern,

Please be advised that I have recently refinanced my mortgage. As a result, the mortgagee clause on my homeowners insurance policy needs to be updated to reflect my new lender.

Effective immediately, please update the Loss Payee/Mortgagee clause to the following:

[New Lender Name]
Its Successors and/or Assigns ATIMA
[New Lender Address]
[City, State, Zip Code]

Loan Number: [Your New Loan Number]

Please provide a copy of the updated Evidence of Insurance or Certificate of Property Insurance to both myself and the new lender at the address listed above.

If you have any questions or require additional documentation, please contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Signature]
[Your Printed Name]