Date: [Insert Date]

To:
[Insurance Company Name]
[Insurance Agent Name/Department]
[Mailing Address]
[City, State, Zip Code]

RE: Notice of Loan Number Update / Mortgagee Clause Amendment

Policyholder Name: [Insert Borrower Name(s)]
Property Address: [Insert Insured Property Address]
Policy Number: [Insert Insurance Policy Number]

To Whom It May Concern,

Please be advised that the loan number associated with the above-referenced property and insurance policy has been updated. This change is due to a [system update / loan transfer / refinancing].

Please update your records and the Mortgagee Clause on the policy to reflect the following information:

New Loan Number: [Insert New Loan Number]
Old Loan Number: [Insert Old Loan Number]

Mortgagee Clause:
[Insert Lender Name]
Its Successors and/or Assigns (ISAOA) / ATIMA
[Lender Address]
[City, State, Zip Code]

Please provide a copy of the updated Certificate of Insurance or Declarations Page showing the corrected loan number to [Email Address or Fax Number].

Should you have any questions, please contact our customer service department at [Phone Number].

Sincerely,

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