Date: [Date]

Policy Number: [Policy Number]
Insured Name(s): [Insured Name]
Property Address: [Property Address]

RE: Notice of Mortgagee Change Confirmation

Dear [Insured Name/Policyholder],

This letter is to confirm that we have updated the mortgagee information on your insurance policy as requested. The records for the property listed above have been amended to reflect the following new mortgagee details:

New Mortgagee Name: [New Mortgagee Name]
ISAOA / ATIMA Address: [Mortgagee Mailing Address]
Loan Number: [Loan Number]

The previous mortgagee, [Old Mortgagee Name], has been removed from the policy effective [Date of Change].

An updated Certificate of Insurance and an amended Declarations Page have been issued. A copy of these documents has also been forwarded directly to your new mortgage lender for their records.

Please review the updated information carefully. If any details are incorrect, or if you have any questions regarding your coverage, please contact our customer service department at [Phone Number] or via email at [Email Address].

Thank you for choosing [Insurance Company Name].

Sincerely,

[Name of Representative]
[Title/Department]
[Insurance Company Name]