[Date]

[Mortgage Company Name]
[Mortgagee Clause Address]
[City, State, Zip Code]

RE: Evidence of Property Insurance

Loan Number: [Loan Number]
Insured Name: [Policyholder Name]
Property Address: [Insured Property Address]

To Whom It May Concern,

Please find this letter as formal evidence of insurance coverage for the property referenced above. This property is currently insured under the following policy:

- **Insurance Carrier:** [Insurance Company Name]
- **Policy Number:** [Policy Number]
- **Policy Period:** [Effective Date] to [Expiration Date]
- **Dwelling Coverage (Cvg A):** $[Amount]
- **Deductible:** $[Amount]

We have updated our records to include [Mortgage Company Name] as the primary mortgagee. Your interest has been added to the policy effective [Date].

The formal Certificate of Insurance (COI) or Declarations Page is attached to this correspondence for your records. If you require additional documentation or have specific requirements regarding the mortgagee clause format, please contact our office at [Phone Number].

Sincerely,

[Agent Name/Agency Name]
[Phone Number]
[Email Address]