[Date]

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

RE: Policy Endorsement - Mortgagee Change

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

To Whom It May Concern,

Please update the mortgagee clause on the above-referenced insurance policy. Effective immediately, the new mortgagee information should be listed as follows:

New Mortgagee Name: [New Lender Name]
ISAOA / ATIMA Address:
[New Lender Mailing Address]
[City, State, Zip Code]

Loan Number: [Your New Loan Number]

Please remove the previous mortgagee, [Old Lender Name], from the policy. Once the endorsement is processed, please send a copy of the updated Certificate of Insurance or Declarations Page to both myself and the new mortgagee 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]