[Date]

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

RE: Notice of Mortgagee Change and Billing Instructions

Policy Number: [Policy Number]
Insured Name: [Insured Name]
Property Address: [Property Address]

To Whom It May Concern,

Please be advised that the mortgage for the above-referenced property has been transferred. Effective immediately, please update your records to reflect the following new mortgagee clause:

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

Escrow Billing Instructions:

This policy is paid through an escrow account. Please send all future renewal invoices and billing statements directly to the new mortgagee at the address listed above to ensure timely payment. If a renewal is currently due, please provide a copy of the declaration page and invoice via fax to [Fax Number] or via email to [Email Address].

Please provide a copy of the updated Insurance Binder or Endorsement showing the new mortgagee clause to both the homeowner and the new lender.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name / Authorized Representative]
[Phone Number]