Date: [Date]

To: [Insurance Company Name]
Address: [Insurance Company Address]
Policy Number: [Policy Number]

Re: Notice of Change of Mortgagee / Loss Payee

To Whom It May Concern,

Please be advised that the mortgage interest for the property located at **[Property Address]** has been transferred. Effective as of **[Effective Date]**, please update your records to reflect the following new mortgagee/loss payee information:

New Mortgagee Name: [New Bank/Lender Name]
New Mortgagee Clause: [Insert Specific Clause Text, e.g., Its Successors and/or Assigns ATIMA]
Mailing Address: [New Lender Address]
Loan Number: [Loan Number]

Please issue an updated Certificate of Insurance or Endorsement reflecting this change and send a copy to both the undersigned and the new mortgagee at the address listed above.

If you have any questions regarding this update, please contact **[Contact Name]** at **[Phone Number]**.

Sincerely,

[Authorized Signature]
[Printed Name]
[Title/Company Name]