

[Date]

[Mortgage Company Name]

[Mortgage Company Address]

[City, State, Zip Code]

RE: Homeowners Insurance Policy Delivery and Escrow Invoice

Insured: [Policyholder Name]

Property Address: [Insured Property Address]

Policy Number: [Policy Number]

Loan Number: [Loan Number]

To Whom It May Concern,

Please find the enclosed homeowners insurance policy declarations page for the above-referenced property and insured party. This policy has been issued for the term beginning [Start Date] and ending [End Date].

We have also enclosed the premium invoice for this policy period. Please process the payment from the borrower's escrow account as follows:

- **Total Premium Due:** \$[Amount]
- **Payable To:** [Insurance Agency/Company Name]
- **Payment Due Date:** [Due Date]

Please update your records to reflect [Insurance Company Name] as the primary hazard insurance provider for this loan. If you require any additional documentation or have questions regarding this account, please contact our office at [Phone Number] or [Email Address].

Sincerely,

[Agent Name]

[Agency Name]

[Phone Number]

Enclosures: Insurance Declarations Page, Premium Invoice