

[Agency Name]
[Agency Address]
[Phone Number]

[Date]

[Insured Name]
[Insured Mailing Address]

Subject: Your Homeowners Insurance Policy - [Policy Number]

Dear [Insured Name],

Thank you for choosing [Agency/Company Name] for your homeowners insurance. Enclosed is your new insurance policy for the property located at [Insured Property Address].

As requested, we have forwarded a copy of your Evidence of Insurance and the annual premium invoice to your mortgage lender, [Mortgage Company Name], for payment through your escrow account. No immediate payment is required from you at this time.

Please review the enclosed coverage summary to ensure all information is correct. If you have any questions or need to make changes, please contact us at [Phone Number].

Sincerely,

[Agent Name]

[Date]

[Mortgage Company Name]
[Mortgagee Clause/ISAOA Address]
[Loan Number: XXXXXXXXX]

RE: Mortgage Escrow Payment Request

To Whom It May Concern:

Please find the enclosed Evidence of Insurance and premium invoice for our mutual client, [Insured Name].

Policy Details:

- Policy Number: [Policy Number]
- Effective Date: [Effective Date]

- Annual Premium: \$[Amount]
- Property Address: [Insured Property Address]

Please issue payment for the full annual premium from the client's escrow account. Checks should be made payable to [Insurance Company Name] and mailed to [Payment Mailing Address].

If you have any questions regarding this account, please contact our service department at [Phone Number].

Thank you,

[Agent/Agency Name]