

[Date]

[Mortgage Company Name]

[Mortgagee Clause Address]

[City, State, Zip Code]

RE: Evidence of Insurance / Policy Delivery

Loan Number: [Loan Number]

Insured Name: [Borrower Name]

Property Address: [Property Address]

To Whom It May Concern,

Please find enclosed the new insurance policy for the above-referenced property and loan. This policy has been issued to meet the insurance requirements for the mortgage on this property.

Policy Details:

- **Insurance Carrier:** [Carrier Name]
- **Policy Number:** [Policy Number]
- **Effective Date:** [Start Date]
- **Expiration Date:** [End Date]
- **Annual Premium:** \$[Amount]

The mortgagee clause has been listed on the policy as per your requirements. If the premium is to be paid through an escrow account, please process the enclosed invoice for payment.

If you require any additional information or further documentation, please contact our office at [Phone Number] or [Email Address].

Sincerely,

[Agent Name/Agency Name]

[Phone Number]

[Email Address]

Enclosure: Evidence of Insurance / Full Policy Copy