

[Date]

[Mortgage Company Name]
[Mortgage Clause/ISAOA Address]
[City, State, Zip Code]

RE: Annual Mortgagee Policy Renewal Copy

Loan Number: [Loan Number]
Insured Name: [Policyholder Name]
Property Address: [Full Property Address]
Policy Number: [Insurance Policy Number]
Policy Period: [Start Date] to [End Date]

To Whom It May Concern,

Please find enclosed the updated evidence of insurance and the mortgagee copy of the homeowner's insurance policy for the above-referenced property. This policy has been renewed for the upcoming annual term.

Our records indicate that your institution is listed as the loss payee. We have updated our files to ensure the mortgage clause matches your current requirements. If there are any discrepancies or if you require additional documentation, please contact our office at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Agent/Agency Name]
[Phone Number]
[Email Address]