

[Date]

[Insurance Company Name]
[Insurance Company Address]
[City, State, Zip Code]

RE: Updated Mortgagee Clause for Policy #[Policy Number]

To Whom It May Concern,

Please find enclosed the updated policy copy reflecting the revised mortgagee clause for the property located at:

[Property Address]
[City, State, Zip Code]

The updated mortgagee clause should now read as follows:

[New Mortgagee Name]
ISAOA / ATIMA
[New Mortgagee Address]
[City, State, Zip Code]

Please update your records to ensure all future billing statements, renewal notices, and policy correspondence are directed to the new mortgagee address listed above. If any additional information is required to complete this update, please contact me at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Account/Loan Number]