

[Date]

[Mortgagee Name / Financial Institution]

[Mortgagee Clause Address]

[City, State, Zip Code]

RE: Proof of Insurance Policy Delivery

Loan Number: [Enter Loan Number]

Insured Name(s): [Enter Borrower Names]

Property Address: [Enter Full Property Address]

To Whom It May Concern,

Please find enclosed the formal proof of insurance for the above-referenced property and loan. This documentation is being provided to satisfy the insurance requirements of the mortgage agreement.

Policy Details:

- **Insurance Company:** [Enter Carrier Name]
- **Policy Number:** [Enter Policy Number]
- **Coverage Period:** [Start Date] to [End Date]
- **Replacement Cost/Coverage Amount:** \$[Enter Amount]

The enclosed policy includes the required mortgagee clause naming [Mortgagee Name] as the loss payee/lienholder. We have ensured that the coverage limits meet or exceed the minimum requirements specified in the loan documents.

Please update your records accordingly to confirm that the insurance requirements for this account have been met. If you require any additional information or have questions regarding this policy, please contact us at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Agency Name]

[Title]

[Company Name]

Enclosure: Copy of Insurance Policy/Certificate of Insurance