

[Date]

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

**RE: Evidence of Insurance and Invoice**

**Insured Name:** [Insured Name]  
**Policy Number:** [Policy Number]  
**Property Address:** [Property Address]  
**Loan Number:** [Loan Number]

Dear Mortgage Clause Department,

Please find enclosed the policy declarations page and invoice for the above-referenced account.

This policy has been issued with the premium to be paid through the borrower's escrow account. Please process the payment for the amount indicated on the attached invoice to ensure continuous coverage for the property.

**Payment Details:**

- **Premium Amount:** \$[Amount]
- **Policy Period:** [Effective Date] to [Expiration Date]
- **Payable To:** [Insurance Agency/Company Name]

If you have any questions or require additional documentation, please contact our office at [Phone Number] or via email at [Email Address].

Sincerely,

[Agent Name]  
[Agency Name]

Enclosures: Policy Declarations, Invoice