

Date: [Date]

[Lender Name]

[Lender Address]

[City, State, Zip Code]

RE: Evidence of Property Insurance / Mortgagee Policy Delivery

Borrower(s): [Borrower Names]

Property Address: [Full Property Address]

Loan Number: [Loan Number]

Policy Number: [Insurance Policy Number]

To Whom It May Concern,

Please find enclosed the copy of the Homeowners Insurance Policy for the above-referenced property and refinance transaction.

This policy has been updated to include your institution as the primary mortgagee. The coverage meets the requirements set forth in the closing instructions, and the annual premium has been [paid in full / scheduled for disbursement at closing].

Should you require any additional documentation or have questions regarding the coverage limits, please contact our office at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Agency Name]

[Title]

[Phone Number]

Enclosure: Evidence of Property Insurance / Policy Declaration Page