

Date: [Insert Date]

To: [Insurance Provider Name]

[Insurance Provider Address]

[City, State, Zip Code]

Subject: Notice of Change in Mortgage Servicer

Policy Number: [Insert Insurance Policy Number]

Insured Property: [Insert Property Address]

Loan Number: [Insert Loan Number]

Dear Customer Service Department,

This letter is to formally notify you that the servicing of the mortgage loan for the property mentioned above has been transferred.

Effective Date of Transfer: [Insert Date]

New Mortgage Servicer Information:

Name: [New Servicer Name]

Address: [New Servicer Address]

City, State, Zip: [New Servicer City, State, Zip]

Mortgagee Clause:

Please update the Mortgagee Clause on the policy to the following:

[New Servicer Name]

Its Successors and/or Assigns ATIMA

[New Servicer Mailing Address for Insurance]

Please ensure that all future billing statements, renewal notices, and correspondence related to this policy are sent to the new servicer listed above. There is no change to the coverage limits or the insured parties at this time.

If you require any additional information or documentation to process this update, please contact [Your Name/Contact Person] at [Phone Number] or [Email Address].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Account/Reference Number]