

Date: [Date]

To: [Insurance Company Name]

Address: [Insurance Company Address]

City, State, Zip: [City, State, Zip]

Subject: Urgent: Update to Mortgagee Clause and Notice of Servicing Transfer

Policy Number: [Insurance Policy Number]

Insured Name(s): [Borrower Name(s)]

Property Address: [Property Address]

Dear Customer Service Department,

Please be advised that the mortgage servicing for the above-referenced property has been transferred. Effective [Effective Date], please update your records to reflect the new mortgagee clause and billing address as follows:

New Mortgagee Clause:

[New Lender/Servicer Name]

Its Successors and/or Assigns ATIMA

[New Billing Address]

[City, State, Zip]

Please ensure that all future correspondence, renewal notices, and billing statements are sent to the new address provided above. There is no change to the coverage amounts or the insured parties at this time.

Kindly provide a copy of the updated Evidence of Insurance or Certificate of Insurance to the new mortgagee at the address listed above or via fax/email at [Fax Number/Email Address].

Should you have any questions regarding this update, please contact [Borrower/Servicer Contact Name] at [Phone Number].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Phone Number]