

URGENT: UPDATE TO MORTGAGEE CLAUSE / LOSS PAYABLE

Date: [Insert Date]

To: [Insurance Company Name]

Attention: Customer Service / Mortgage Department

Policy Number: [Insert Policy Number]

Subject: Notice of Mortgage Servicing Transfer

Dear Customer Service Team,

Please be advised that the mortgage servicing for the property listed below has been transferred. Effective [Effective Date of Transfer], the mortgagee clause on the above-referenced insurance policy must be updated to reflect the new servicer.

Property Address:

[Property Street Address]

[City, State, Zip Code]

New Mortgagee Clause:

[New Mortgage Servicer Name]

Its Successors and/or Assigns ATIMA

[New Servicer Mailing Address]

[City, State, Zip Code]

New Loan Number: [Insert New Loan Number]

Please update your records immediately to ensure that all future billing statements, renewal notices, and correspondence are sent to the new servicer at the address provided above. If this policy is paid via an escrow account, please ensure the next premium invoice is routed to the new servicer.

Please provide a copy of the updated Evidence of Insurance or Declarations Page to both the policyholder and the new mortgagee as soon as possible.

If you have any questions regarding this update, please contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Printed Name]

[Your Signature]