

[Current Date]

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

RE: Request to Change Premium Payee

Policyholder Name: [Policyholder Name]
Policy Number: [Policy Number]
Property Address: [Insured Property Address]

To Whom It May Concern,

I am writing to formally request a change in the premium payee for the above-referenced flood insurance policy. Effective [Date of Change], please update your records to reflect that the premium payments will now be the responsibility of the party indicated below:

New Payee Information:

- **Payee Name:** [New Payee Name / Mortgage Company Name]
- **Attention/Department:** [Department Name, e.g., Escrow Dept]
- **Mailing Address:** [Address]
- **City, State, Zip:** [City, State, Zip Code]
- **Loan Number (if applicable):** [Loan Number]

Please ensure that all future renewal notices and premium invoices are sent directly to the new payee listed above. If any additional documentation or forms are required to process this change, please contact me immediately at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Policyholder Signature]
[Policyholder Printed Name]