

[Date]

[Policyholder Name]

[Mailing Address]

[City, State, Zip Code]

**RE: Important Update Regarding Your Flood Insurance Policy**

**Policy Number:** [Policy Number]

**Property Address:** [Insured Property Address]

Dear [Policyholder Name],

We are writing to inform you of an update regarding the servicing of your flood insurance policy. Effective [Effective Date], the management and administration of your policy will transition from [Old Servicer Name] to [New Servicer Name].

**What this means for you:**

- **Policy Coverage:** Your existing coverage limits, deductibles, and premium rates remain unchanged by this transition.
- **Premium Payments:** If you pay your premiums directly, please send all future payments to the address listed below. If your premium is paid via an escrow account, your mortgage lender has been notified of this change.
- **Claims:** Any existing claims will continue to be processed. For new claims occurring after [Effective Date], please use the contact information provided below.

**New Servicer Contact Information:**

[New Servicer Name]

[Payment Address]

[City, State, Zip Code]

[Phone Number]

[Website/Email]

Please keep a copy of this letter with your insurance records. No action is required from you at this time unless you need to report a claim or update your contact information.

Thank you for your continued trust in our services.

Sincerely,

[Sender Name/Department]

[Company Name]