

**Date:** [Date]

**To:** [Insurance Company Name/Agent Name]

**Address:** [Insurance Company Address]

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

**Subject:** UPDATE TO MORTGAGEE CLAUSE / SERVICER FOR FLOOD POLICY

**Policy Number:** [Flood Insurance Policy Number]

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

**Policyholder Name:** [Your Full Name]

Dear Customer Service Team,

Please be advised that the mortgage servicer for the property listed above has changed. Please update your records and the mortgagee clause on my flood insurance policy to reflect the following information:

**New Mortgagee / Servicer Name:** [New Servicer Name]

**New ISAOA/ATIMA Mortgagee Clause:**

[New Servicer Name]

Its Successors and/or Assigns as Their Interests May Appear (ISAOA/ATIMA)

[Billing Address]

[City, State, Zip]

Additionally, please ensure that all future renewal bills and premium invoices are sent directly to the new servicer listed above for payment through my escrow account.

Please provide me and my new mortgage servicer with an updated Declarations Page reflecting these changes.

Thank you for your prompt attention to this matter. If you have any questions, I can be reached at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Loan Number]