

[Date]

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

**RE: Mortgagee Clause Update for Flood Insurance Policy**

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

To Whom It May Concern,

Please update the mortgagee clause on the above-referenced flood insurance policy to reflect the following information:

[New Mortgagee Name]  
Its Successors and/or Assigns ATIMA  
[New Mortgagee Mailing Address]  
[City, State, Zip Code]

Loan Number: [Loan Number]

Please issue an updated Declarations Page or Endorsement showing this change and send a copy to the mortgagee address listed above. We also request that a copy be sent to the insured for their records.

If you have any questions or require additional documentation, please contact [Contact Name] at [Phone Number] or [Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Your Title/Capacity]