

[Your Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

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

RE: Correcting Mortgagee Clause / Payee Information

Policy Number: [Your Policy Number]

Property Address: [Your Property Address]

To Whom It May Concern,

I am writing to formally request an update to the loss payee / mortgagee clause on the hazard insurance policy referenced above. My mortgage has been transferred to a new servicer, and the payee information currently on file is outdated.

Please update your records to reflect the following new mortgagee information:

New Mortgagee Name: [New Lender Name]
New Mortgagee Address: [New Lender Mailing Address]
City, State, Zip Code: [New Lender City, State, Zip]
Loan Number: [Your Loan Number]

Please ensure that all future billing statements and correspondence regarding this policy are directed to the new servicer listed above. Additionally, please provide me and my new lender with an updated Evidence of Insurance (EOI) or a Revised Declarations Page showing these changes.

If you have any questions or require additional documentation to complete this transfer, please contact me immediately.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]