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

[Mortgage Company Name]
[Loss Draft Department]
[Address]
[City, State, Zip Code]

Re: Hazard Insurance Claim Check Endorsement
Loan Number: [Your Loan Number]
Property Address: [Property Address]
Claim Number: [Insurance Claim Number]

To Whom It May Concern,

Enclosed please find an insurance claim check issued by [Insurance Company Name] in the amount of $[Amount] for damages sustained to the property listed above on [Date of Loss].

I am submitting this check for endorsement by [Mortgage Company Name]. I have already endorsed the check as required. Please process this payment in accordance with the mortgage agreement to facilitate the necessary repairs to the property.

Attached to this letter, please find the following supporting documentation:

- A copy of the Insurance Adjuster's Report/Summary.
- A signed contract with the licensed contractor (if applicable).
- [Any other required documents, e.g., W-9 or Contractor's License].

Please return the endorsed check to my attention at the address listed above, or contact me if the funds are to be held in an escrow account and disbursed in increments based on repair progress.

If you require any further information, please contact me at [Phone Number] or [Email Address].

Sincerely,

[Your Signature]

[Your Printed Name]