

[Date]

[Insurance Company Name]

[Insurance Company Address]

[City, State, Zip Code]

**RE: Update to Mortgagee Clause / Lienholder Information**

**Policy Number:** [Your Policy Number]

**Insured Name:** [Your Full Name]

**Property Address:** [Full Property Address]

To Whom It May Concern,

Please update the mortgagee clause on the hazard insurance policy referenced above. Effective immediately, the new mortgagee clause should read as follows:

[New Mortgage Company Name]

Its Successors and/or Assigns (ISAOA) / ATIMA

[New Mortgage Company Mailing Address]

[City, State, Zip Code]

The loan number associated with this account is: **[Your Loan Number]**.

Once this update has been processed, please provide a copy of the updated Evidence of Insurance or Declarations Page to both myself and the new mortgagee at the address listed above.

If you have any questions, please contact me at [Your Phone Number].

Sincerely,

[Your Signature]

[Your Printed Name]