

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

[Date]

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

RE: Request for Mortgage Assignment Endorsement

Policy Number: [Your Policy Number]

Property Address: [Insured Property Address]

To Whom It May Concern,

I am writing to formally request an endorsement to the above-referenced insurance policy to update the mortgagee/loss payee information. The mortgage for the insured property has been assigned/transferred.

Please update your records and the policy declarations page to reflect the new mortgagee as follows:

New Mortgagee Name: [New Lender Name]

ISAOA/ATIMA Address: [New Lender Address/Department]

Loan Number: [Your Loan Number]

Please remove the following previous mortgagee from the policy:

Former Mortgagee Name: [Old Lender Name]

I request that you issue a revised Certificate of Insurance or a copy of the updated Declarations Page showing this change. Please forward a copy to me and directly to the new mortgagee at the address listed above.

Thank you for your prompt attention to this matter. Please contact me if you require any additional documentation.

Sincerely,

[Your Signature]

[Your Printed Name]