

[Date]
[Lender/Service Name]
[Mortgage Department]
[Address]
[City, State, Zip Code]

RE: Notice of Disbursement for Hazard Insurance Premium
Loan Number: [Your Loan Number]
Property Address: [Full Property Address]

To Whom It May Concern,

This letter is to formally request/notify that a disbursement be made from the escrow account associated with the above-referenced mortgage loan for the payment of the hazard insurance premium.

The payment details are as follows:

- **Insurance Company Name:** [Company Name]
- **Policy Number:** [Policy Number]
- **Premium Amount:** \$[Amount]
- **Due Date:** [Date]
- **Payee Address:** [Address where payment should be mailed]

Please ensure that this payment is processed and mailed prior to the due date to avoid any lapse in coverage or late fees. A copy of the insurance renewal invoice is attached for your records.

If there are insufficient funds in the escrow account or if further documentation is required, please contact me immediately at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]
[Your Printed Name]