

SAMPLE NOTICE TO LENDER/AGENT

Date:

Lender Name & Address

ATTENTION LOAN SERVICING DEPARTMENT

Dear Loan Servicing Agent:

I am writing with regard to the flood insurance policy that is in force for my loan. Information about my property and loan is provided below.

Property Address:

Name of Community/Jurisdiction: City of Lubbock

Loan Number:

On January, 2, 2013, the Federal Emergency Management Agency (FEMA) revised a portion of five Flood Insurance Rate Maps for the City of Lubbock based on the South Central Lubbock Drainage Improvements Project and related Letter of Map Revisions (LOMRs). Prior to this revision, my building was located in Zone A, where flood insurance was required. Now that the map has been revised, my building is located in Zone X, where flood insurance is no longer required. I am seeking to cancel my flood insurance policy and to get a refund of my premium for the current policy year.

With this letter, I am requesting that you perform a new flood map determination for my building, based on the map revision. Please provide me with a letter stating the following:

1. Flood insurance was previously required as part of my mortgage.
2. The requirement for flood insurance no longer applies because my building is now in Zone X.

If my flood insurance is a forced placed policy through your organization please process the cancellation of that coverage as per the terms of the policy you have in force. I understand that if I purchased the policy directly I must provide your letter of release to my insurance agent for processing.

Thank you for your assistance in this matter. Please contact me if you have any questions or require additional information.

Sincerely,

Enclosure