

[Date]

[Unit Owner Name]

[Unit Number]

[Property Address]

Subject: Notice of Master Insurance Policy Renewal

Dear Unit Owner,

This letter is to inform you that the [Condominium Association Name] has successfully renewed the Master Insurance Policy for the upcoming term effective [Start Date] through [End Date].

Policy Overview:

- **Insurance Carrier:** [Carrier Name]
- **Policy Number:** [Policy Number]
- **Property Deductible:** [Deductible Amount]

The Master Policy covers the common elements and the physical structure of the buildings. Please note that this policy does not cover your personal belongings, personal liability, or individual unit improvements.

Action Required:

We strongly recommend that you provide a copy of this notice to your individual insurance agent to ensure your personal policy (HO-6) provides adequate coverage, specifically regarding the association's deductible in the event of a loss assessment.

Copies of the full Certificate of Insurance are available upon request from the management office or can be downloaded from the resident portal at [Website URL].

If you have any questions, please contact [Management Name/Board of Directors] at [Phone Number] or [Email Address].

Sincerely,

[Name/Signature]

[Title, e.g., Board President/Property Manager]

[Condominium Association Name]