

[Date]

[Unit Owner Name]

[Unit Number]

[Condominium Association Name]

[Property Address]

Subject: Notification of Condominium Liability Insurance Renewal

Dear [Unit Owner Name],

This letter is to formally notify you that the Master Liability Insurance policy for [Condominium Association Name] is scheduled for renewal on **[Expiration Date]**.

The Board of Directors has reviewed the current coverage and premium options. To ensure the continued protection of our common areas and the association's assets, we have renewed the policy with [Insurance Company Name] for the upcoming period of [Start Date] to [End Date].

Summary of Coverage:

- **Policy Number:** [Policy Number]
- **General Liability Limit:** \$[Amount]
- **Directors and Officers (D&O) Coverage:** \$[Amount]
- **Property Damage Limit:** \$[Amount]

Please note that the Master Policy covers the building structure and common areas. It does not cover your personal belongings, improvements made to your specific unit, or your personal liability. We strongly recommend that all owners maintain an individual **HO-6 insurance policy** to bridge this gap.

If you require a Certificate of Insurance for your mortgage lender, please contact [Insurance Agent Name] at [Phone Number/Email] or visit [Website].

Thank you for your continued cooperation in keeping our community protected.

Sincerely,

[Your Name/Signature]

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

[Condominium Association Name]