

[Date]

[Unit Owner Name]

[Unit Number]

[Property Name]

[Mailing Address]

Subject: Notice of Annual Property Insurance Renewal

Dear [Unit Owner Name],

This letter serves as formal notification that the master insurance policy for [Condominium Association Name] has been renewed for the upcoming policy year, effective [Start Date] through [End Date].

The Association's policy provides coverage for the common elements and the building structure. Please find the updated summary of coverage details below:

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

As a reminder, the Association's master policy does not cover your personal belongings, interior improvements, or personal liability. We strongly recommend that all owners maintain a current **HO-6 Unit Owner Policy**. You should provide your individual insurance agent with the deductible information listed above to ensure you have adequate "Loss Assessment" coverage.

A formal Certificate of Insurance is attached to this letter. If you have a mortgage, you may need to forward this document to your lending institution to satisfy their requirements.

If you have any questions regarding the new policy terms or require a specific certificate for your lender, please contact [Insurance Agent Name] at [Phone Number/Email].

Sincerely,

[Name]

[Title: e.g., Board President or Property Manager]

[Condominium Association Name]