

[Date]

[Unit Owner Name]

[Unit Number]

[Property Address]

[City, State, Zip Code]

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].

The Master Policy provides coverage for the common elements of the building and the general structure. Please find the updated Certificate of Insurance attached to this letter for your records.

Policy Details:

- **Insurance Carrier:** [Name of Insurance Company]
- **Policy Number:** [Policy Number]
- **Coverage Type:** [e.g., All-In / Bare Walls / Original Specifications]
- **Deductible:** \$[Amount] per occurrence

Important Reminder for Unit Owners:

The Association's Master Policy does not cover your personal belongings, personal liability, or improvements made specifically to your individual unit. We strongly recommend that all owners maintain an individual **HO-6 Insurance Policy** to cover these gaps and to help cover the Master Policy deductible in the event of a claim affecting your unit.

If you have a mortgage, your lender may require a copy of this updated certificate. You may forward the attached document directly to them.

If you have any questions regarding this renewal, please contact [Management Company/Board Member Name] at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Name of Board Member or Property Manager]

[Condominium Association Name]