

Date: [Insert Date]

To: [Insert Insurance Company Name]

Attn: [Underwriting Department / Agent Name]

Policy Number: [Insert Policy Number]

Property Address: [Insert Full Property Address]

Subject: Request for Renewal of Vacancy Clause Coverage Extension

Dear [Insert Name],

I am writing to formally request a renewal of the Vacancy Clause Coverage Extension for the commercial building located at the address referenced above. The current extension is scheduled to expire on [Insert Expiration Date].

We are requesting a renewal for an additional period of [Insert Number of Months, e.g., 6 months], effective from [Insert Start Date].

Current Status of the Property:

[Briefly describe the current status, e.g., The building remains 100% vacant while actively listed for lease, or, The building is undergoing interior renovations.]

Efforts to Mitigate Risk:

To ensure the continued safety and security of the property, the following measures remain in place:

- [E.g., 24/7 monitored security and fire alarm system]
- [E.g., Weekly physical inspections by property management]
- [E.g., Utilities maintained at safe levels to prevent pipe bursts]
- [E.g., Property is fully fenced and gated]

Marketing/Future Plans:

[Briefly describe efforts to fill the vacancy, e.g., The property is currently listed with (Broker Name) and we have had three showings in the last month.]

Please review this request and provide a quote for the extension premium at your earliest convenience. If you require updated photographs or a formal inspection, please let us know.

Thank you for your assistance.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Company]

[Your Phone Number]

[Your Email Address]