

[Date]

[Recipient Name/Insurance Broker Name]

[Company Name]

[Address Line 1]

[Address Line 2]

RE: Renewal of Unoccupied Status Clause - Policy Number: [Policy Number]

Dear [Contact Name],

I am writing to formally request the renewal of the Unoccupied Status Clause for the commercial property located at:

[Full Property Address]

The property remains vacant at this time due to [Reason: e.g., ongoing renovations, seeking new tenants, property for sale]. We anticipate the property will remain unoccupied until approximately [Expected End Date].

We confirm that we continue to adhere to all security and maintenance requirements previously specified, including:

- Weekly internal and external inspections.
- Maintenance of all perimeter security and locks.
- Decommissioning of utilities (where applicable) or heating maintained at minimum levels.
- Removal of all waste and combustible materials.

Please provide the updated endorsement and any revised premium details associated with this renewal period. If further documentation or an updated inspection log is required, please let us know.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Title]

[Phone Number]

[Email Address]