

Date: [Insert Date]

Policy Number: [Insert Policy Number]

Property Address: [Insert Property Address]

RE: Notice of Premium Adjustment Due to Vacancy Clause

Dear [Policyholder Name],

This letter serves as a formal notification regarding the upcoming renewal of your commercial property insurance policy for the property located at [Insert Property Address].

During our recent underwriting review, it was noted that the subject property remains [vacant/partially vacant] as defined by the terms of your policy. As per the "Vacancy Clause" (Section [Insert Section Number]), properties that are vacant for more than [Insert Number] consecutive days are subject to adjusted rating structures due to the increased risk of loss.

Renewal Details:

- **Current Expiration Date:** [Insert Date]
- **New Renewal Premium:** [Insert Amount]
- **Vacancy Surcharge:** [Insert Amount/Percentage]

Please note that while the policy is being renewed, certain coverages-specifically Vandalism, Sprinkler Leakage, and Glass Breakage-may be limited or excluded while the vacancy persists, as outlined in your policy jacket.

If the occupancy status of the building changes or if you have secured a new tenant, please provide a copy of the signed lease agreement immediately so we may re-evaluate the premium and coverage terms.

To maintain continuous coverage, please remit payment by [Insert Due Date].

Sincerely,

[Your Name]

[Your Title]

[Insurance Agency/Company Name]