

[Date]

[Policyholder Name]

[Company Name]

[Mailing Address]

[City, State, Zip Code]

Subject: Renewal of Vacancy Endorsement - Policy #[Policy Number]

Dear [Policyholder Name],

Our records indicate that your commercial property policy for the location at [Property Address] is approaching its renewal date on [Expiration Date].

Because the property remains [vacant/unoccupied], your current coverage includes a Vacancy Endorsement. This endorsement is necessary to maintain protection, as standard commercial policies typically limit or exclude coverage for buildings vacant for more than 60 consecutive days.

To ensure your coverage remains active, please provide the following information:

- Confirmation of the current occupancy status.
- Updates on property security measures (e.g., boarded windows, alarm systems, or security patrols).
- Status of utility services (water, heat, electricity).
- Plans for future occupancy or sale of the property.

The estimated renewal premium including the Vacancy Endorsement is \$[Amount]. Please note that terms and conditions may be adjusted based on the current risk assessment of the site.

Please contact our office at [Phone Number] or [Email Address] by [Due Date] to confirm these details and finalize your renewal.

Sincerely,

[Agent Name]

[Agency Name]

[Contact Information]