

[Date]

[Policyholder Name]

[Mailing Address]

[City, State, Zip Code]

RE: Upcoming Policy Renewal and Commercial Vacancy Clause Notification

Dear [Policyholder Name],

Your commercial property insurance policy for the property located at [Property Address] is scheduled for renewal on [Renewal Date].

As we prepare the renewal documents, we would like to remind you of the **Vacancy Clause** contained within your policy. Most commercial property policies include specific provisions that limit or exclude coverage if a building is considered "vacant" for a period of more than 60 consecutive days.

Under these terms, if the building does not contain enough business personal property to conduct customary operations, or if less than 31% of the total square footage is occupied, the following may apply:

- Complete exclusion of coverage for losses caused by vandalism, sprinkler leakage, glass breakage, water damage, or theft.
- A reduction in the claim payment amount (typically 15%) for all other covered causes of loss.

If your property is currently vacant, partially occupied, or if you anticipate a change in occupancy levels during the upcoming policy term, please notify our office immediately. We may be able to provide a **Vacancy Permit** or an endorsement to maintain your protection.

Please confirm the current occupancy status of your property by [Date] so that we may finalize your renewal accurately.

Sincerely,

[Agent/Broker Name]

[Agency Name]

[Phone Number]

[Email Address]