

[Date]

[Policyholder Name]

[Mailing Address]

[City, State, Zip Code]

RE: Notice of Insurance Renewal - Vacant Commercial Property

Policy Number: [Policy Number]

Property Address: [Vacant Property Address]

Dear [Policyholder Name],

This letter is to inform you that the insurance coverage for your vacant commercial property located at [Property Address] is scheduled to expire on [Expiration Date].

As the property remains vacant, it is subject to specific underwriting guidelines. We are pleased to offer a renewal of your coverage for the upcoming term: [Start Date] to [End Date].

Renewal Summary:

- New Annual Premium: \$[Amount]
- Renewal Payment Due Date: [Due Date]
- Coverage Type: Vacant Commercial Building/Liability

Required Actions:

To ensure there is no lapse in coverage, please confirm that the property status has not changed. If the property has become occupied, undergoes renovations, or if there have been changes to the security measures (such as boarded windows or alarm systems), you must notify us immediately as this may affect your premium or eligibility.

Please remit your payment by [Due Date] using the enclosed invoice or via our online portal at [Website Link].

If you have any questions regarding this renewal or wish to discuss changes to your coverage limits, please contact your agent at [Phone Number] or [Email Address].

Sincerely,

[Agent/Representative Name]

[Insurance Company Name]

[Contact Information]