

[Your Name]
[Your Current Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email Address]

[Date]

[Insurance Company Name]
[Underwriting Department Address]
[City, State, Zip Code]

RE: Policy Number: [Your Policy Number]
Subject: Request for First-Time Homeowner Endorsement/Discount

To Whom It May Concern,

I am writing to formally request the addition of a First-Time Homeowner endorsement or any applicable first-time buyer discounts to my current homeowners insurance policy for the property located at:

[Property Address]

As of [Date of Closing], I have officially become a first-time homeowner. I understand that your company offers specific endorsements or premium credits for individuals who have transitioned from renting to owning their first primary residence.

Please find attached the following documentation as proof of purchase and eligibility:

- Copy of the Closing Disclosure or Settlement Statement
- Proof of prior residency/rental history (if required)

Could you please review my policy and apply any eligible credits or endorsements? Please provide me with an updated declarations page reflecting the changes and any adjustments to my premium.

Thank you for your assistance. I look forward to receiving confirmation of these updates.

Sincerely,

[Your Signature]

[Your Printed Name]