[Date]

[Insured Name]
[Insured Mailing Address]
[City, State, Zip Code]

Re: Vacancy Permit Endorsement - Policy Number: [Policy Number]

Dear [Insured Name/Contact Person],

We are writing to confirm that the Vacancy Permit Endorsement has been officially added to your commercial property insurance policy for the location listed below:

Insured Location: [Property Address]

This endorsement modifies your coverage to permit the building to remain vacant for the specified period and under the terms outlined below:

- **Effective Date:** [Start Date]
- **Expiration Date:** [End Date]
- **Additional Premium:** $[Amount]
- **Required Protective Safeguards:** [e.g., Sprinkler System, Central Station Alarm, etc.]

Please note that while this permit is in effect, certain coverage limitations or changes in valuation may apply. Specifically, coverage for [e.g., Vandalism, Sprinkler Leakage, or Glass Breakage] may be subject to the conditions stated in the attached endorsement document.

It is a requirement of this permit that you notify us immediately if the property becomes occupied or if there are any changes to the security measures currently in place.

Please review the enclosed endorsement carefully and file it with your insurance policy. If you have any questions, please contact your agent at [Agent Phone Number].

Sincerely,

[Name of Underwriter/Representative]
[Company Name]
[Contact Information]