Date: [Insert Date]

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

Re: Issuance of Vacancy Permit Endorsement

Policy Number: [Insert Policy Number]
Property Address: [Insert Insured Property Address]

Dear [Insured Name],

This letter serves as formal notification that we have issued a Vacancy Permit Endorsement for the residential dwelling located at the address referenced above. This endorsement is effective from [Start Date] and will expire on [End Date].

Please be advised that while this permit allows the dwelling to remain vacant, the following conditions and limitations apply during the permit period:

- Vandalism and Glass Breakage coverage may be limited or excluded as per the endorsement terms.
- The dwelling must be inspected regularly by the insured or a designated representative.
- All utilities must be maintained in good working order, specifically heating if located in a cold climate.
- All doors and windows must remain securely locked at all times.

An additional premium of $[Amount] has been calculated for this permit. Please find the attached endorsement page which outlines the specific changes to your policy coverage and the final premium adjustment.

Should the property become occupied prior to the expiration date listed above, please notify our office immediately so that we may update your policy accordingly.

If you have any questions regarding this endorsement or your policy coverage, please contact your agent at [Agent Phone Number] or [Agent Email].

Sincerely,

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