[Date]

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

RE: Issuance of Vacancy Permit Endorsement

Policy Number: [Policy Number]
Property Address: [Risk Location Address]
Effective Dates: [Start Date] to [End Date]

Dear [Insured Name],

This letter serves as formal notification that a Vacancy Permit Endorsement has been issued and added to the insurance policy referenced above. This endorsement grants continued coverage for the property while it is currently under construction and unoccupied.

Please note that this permit is subject to the following conditions:

- The property must remain under active construction or renovation.
- Reasonable efforts must be taken to secure the premises against unauthorized entry.
- All utilities must be maintained in good working order as required by the project scope.

Please be advised that certain perils, such as vandalism or glass breakage, may be limited or excluded during the period of vacancy as outlined in your specific policy forms. We recommend reviewing the attached endorsement document carefully to understand the scope of coverage and any applicable deductibles.

This permit will expire on [End Date]. If the construction project is not completed by this time, please contact our office at least 15 days prior to the expiration to request an extension.

If you have any questions regarding this endorsement, please contact your insurance agent or our customer service department at [Phone Number].

Sincerely,

[Name of Sender/Underwriter]
[Title]
[Insurance Company Name]