[Date]

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

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

Dear [Policyholder Name],

We are writing to inform you that your request for a Vacancy Permit Endorsement for the property located at [Property Address] has been conditionally approved.

This endorsement extends coverage for the specified vacant building under your existing policy, subject to the following mandatory conditions:

- **Security:** All windows and doors must be securely locked and boarded if necessary to prevent unauthorized entry.
- **Maintenance:** The exterior of the premises must be maintained to avoid the appearance of abandonment (e.g., lawn care and debris removal).
- **Utilities:** Water services must be shut off and lines drained, unless used for a monitored fire sprinkler system. Heating must be maintained at a minimum of 55 degrees Fahrenheit during winter months.
- **Inspections:** The property must be inspected internally and externally every [Number] days by a designated individual, with a written log maintained of these visits.

Please note that failure to comply with these conditions may void the coverage provided by this endorsement in the event of a claim. This permit is valid from [Start Date] to [End Date].

An updated Policy Declarations page reflecting this change is attached. Please review the specific limitations regarding "Vandalism" and "Sprinkler Leakage" as outlined in the endorsement form.

If you have any questions, please contact your agent at [Agent Phone Number].

Sincerely,

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