[Date]

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

RE: Renewal of Vacancy Permit Endorsement
Policy Number: [Policy Number]
Property Address: [Insured Property Address]

Dear [Policyholder Name],

This letter serves as formal notification that your request to renew the Vacancy Permit Endorsement for the property located at the address above has been approved.

We have attached the updated endorsement page to be filed with your existing insurance policy. This permit extends coverage for the specified vacant premises for the period beginning [Start Date] and expiring on [End Date].

Please note that all terms, conditions, and exclusions of the original policy remain in effect. This permit is subject to the following requirements:

- The property must remain secured against unauthorized entry.
- All utilities must be maintained or winterized as previously agreed.
- Regular inspections of the premises must continue.

If the occupancy status of the building changes or if the property is sold before the expiration of this permit, please notify our office immediately as a premium adjustment may be required.

Thank you for your continued business. If you have any questions regarding this renewal, please contact your agent at [Phone Number].

Sincerely,

[Underwriter Name/Authorized Signature]
[Insurance Company Name]