[Date]

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

Policy Number: [Policy Number]
Property Address: [Insured Property Location]
Subject: Issuance of Vacancy Permit Endorsement (Real Estate Listing)

Dear [Insured Name],

This letter serves as formal confirmation that a Vacancy Permit Endorsement has been added to your insurance policy for the property located at the address referenced above. This endorsement has been issued specifically to maintain coverage while the property is unoccupied and actively listed for sale on the real estate market.

Endorsement Period:
Effective Date: [Start Date]
Expiration Date: [End Date]

Please note that during this period of vacancy, the following conditions apply:

- The property must remain actively listed for sale with a licensed real estate professional.
- Regular inspections of the interior and exterior must be conducted at least once every [Number] days.
- All utilities necessary for property maintenance (heating, electricity, etc.) must remain active.
- Vandalism and Glass Breakage coverages are [Included/Excluded] as per the attached endorsement schedule.

Please review the attached endorsement document carefully for specific terms, conditions, and any changes to your deductible. If the property is sold or becomes occupied prior to the expiration date listed above, you are required to notify our office immediately.

Thank you for choosing [Insurance Agency/Company Name].

Sincerely,

[Agent Name/Signature]
[Title]
[Phone Number]
[Email Address]