

[Date]

[Insurance Company Name]
[Policy Department Address]
[City, State, Zip Code]

RE: Request for Premium Discount - Proof of Roof Replacement

Policyholder Name: [Your Full Name]

Policy Number: [Your Policy Number]

Property Address: [Full Property Address]

To Whom It May Concern,

I am writing to formally notify you that the roof on the property listed above has been fully replaced. I am requesting a review of my homeowner's insurance policy to apply any eligible premium discounts or credits associated with a new roof installation.

The details of the replacement are as follows:

- Date of Completion: [Date]
- Roofing Material: [e.g., Asphalt Shingle, Metal, Tile]
- Contractor Name: [Company Name]
- Permit Number: [If applicable]

Attached to this letter, please find the final invoice and a copy of the completion certificate as proof of work. Please also let me know if you require a specific roof inspection form (such as a Wind Mitigation Inspection) to be submitted to finalize this discount.

Please confirm receipt of these documents and provide an updated summary of my premium costs once the adjustment has been applied.

Thank you for your assistance.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Phone Number]
[Your Email Address]