

[Company Name]
[Company Address]
[City, State, Zip Code]
[Phone Number]

[Date]

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

RE: Confirmation of Premium Reduction - Policy Number: [Policy Number]

Dear [Policyholder Name],

We are pleased to inform you that we have processed the documentation regarding your recent roof replacement. Based on the quality and specifications of the new materials installed, your homeowner's insurance policy qualifies for a premium reduction.

Summary of Changes:

- **Original Annual Premium:** \$[Amount]
- **New Annual Premium:** \$[Amount]
- **Total Annual Savings:** \$[Amount]
- **Effective Date:** [Date]

The updated premium will be reflected in your next billing cycle. If you have already paid your annual premium in full, a refund check for the prorated difference of \$[Refund Amount] will be mailed to you within [Number] business days.

This adjustment is a result of the increased protection your new roof provides against weather-related hazards. Please keep this letter for your records as an endorsement to your current policy.

If you have any questions regarding this credit or your coverage, please contact your agent at [Agent Phone Number] or visit our website at [Website].

Thank you for choosing [Company Name].

Sincerely,

[Authorized Signature]
[Name and Title]
[Company Name]