

[Date]

[Insurance Company Name]

[Insurance Company Address]

[City, State, Zip Code]

RE: Roof Discount Verification / Policy Update

Policy Number: [Your Policy Number]

Property Address: [Your Property Address]

To Whom It May Concern,

This letter serves as formal notification and verification that a new roof has been installed at the property listed above. Based on this update, I am requesting that the appropriate roof age/replacement discount be applied to my homeowners insurance policy.

Roof Details:

- Date of Completion: [Date]
- Roofing Material: [e.g., Asphalt Shingle, Metal, Tile]
- Permit Number (if applicable): [Permit Number]
- Contractor Name: [Contractor/Company Name]
- Contractor License Number: [License Number]

I have attached the following supporting documentation for your records:

- Final Invoice/Proof of Payment
- Certificate of Completion
- [Optional: Photos of the new roof]
- [Optional: Wind Mitigation Report]

Please update my policy reflect this change and provide an updated declarations page showing the adjusted premium. If any additional information is required to process this discount, please contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Signature]

[Your Printed Name]