

[Your Name]
[Your Policy Number]
[Your Phone Number]
[Your Email Address]

[Date]

[Insurance Company Name]
[Underwriting Department]
[Company Address]

Subject: Request for Premium Adjustment - New Roof Installation

To Whom It May Concern,

I am writing to formally notify you that a new roof has been installed at my insured property located at [Property Address].

The installation was completed on [Date] by [Contractor Name]. The new roof consists of [Type of Material, e.g., Asphalt Shingles, Metal, Tile], which meets current building codes and safety standards. Please find the attached copies of the final invoice and the completion certificate for your records.

Since this upgrade significantly reduces the risk of wind and water damage to the property, I am requesting a review of my current homeowners insurance policy for a potential premium reduction or "new roof discount."

Please update my policy file and provide me with a revised summary of my premiums and coverage. If you require an inspection or additional documentation, please let me know.

Thank you for your assistance.

Sincerely,

[Your Signature]
[Your Printed Name]