

[Date]

[Policyholder Name]

[Current Address]

[City, State, Zip Code]

To: [Insurance Company Name]

Attn: [Agent Name/Department]

Subject: Notification of Property Transition and Policy Update

Dear [Agent Name],

I am writing to formally notify you of my transition from my current single-family residence to a condominium unit. As I am downsizing, I require a change in my insurance coverage to reflect the requirements of condominium ownership (HO-6 policy).

Please find the details of the transition below:

- **Current Policy Number:** [Policy Number]
- **Closing Date/Move-in Date:** [Date]
- **New Property Address:** [New Condo Address, Unit #]
- **Condo Association Name:** [Association Name]

I request a quote for a new condominium policy that includes the following:

- Dwelling/Additions and Alterations coverage (matching the association's master policy requirements).
- Personal Property coverage (adjusted for my downsized inventory).
- Personal Liability and Medical Payments.
- Loss Assessment coverage.

I have attached the "Insurance Requirements" section of my new Condominium Association's bylaws for your reference. Please let me know what steps are necessary to cancel my current homeowners policy and activate the new coverage to ensure there is no lapse during the move.

I look forward to hearing from you soon.

Sincerely,

[Your Signature]

[Your Printed Name]

[Phone Number]

[Email Address]