

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email Address]

[Date]

[Insurance Company Name]
[Agent Name, if applicable]
[Insurance Company Address]
[City, State, Zip Code]

RE: Policy Number: [Your Policy Number]
Subject: Notification of Home Renovation and Request for Coverage Update

Dear [Insurance Agent Name or Customer Service Department],

I am writing to formally notify you that I have recently completed significant renovations to my property located at [Property Address].

The renovations were completed on [Completion Date] and included the following improvements:

- [Description of renovation 1, e.g., Kitchen remodel with new appliances]
- [Description of renovation 2, e.g., Finished basement adding 500 sq. ft.]
- [Description of renovation 3, e.g., Installation of a new roof or HVAC system]

The total cost of these improvements was approximately \$[Amount]. Based on these upgrades, I believe the replacement value of my home has increased. I would like to review my current homeowners insurance policy to ensure that my dwelling coverage limits and personal property limits are adjusted accordingly.

I have attached [receipts / photos / contractor contracts] for your records. Please let me know if you require an official appraisal or any additional documentation to process this update.

I look forward to receiving an updated policy declaration page reflecting these changes and any adjustments to my premium. Please contact me at [Your Phone Number] if you have any questions.

Sincerely,

[Your Signature]

[Your Printed Name]