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

[Date]

[Insurance Company Name]
[Billing/Customer Service Department]
[Company Address]
[City, State, Zip Code]

RE: Request for Retroactive Alarm System Premium Credit
Policy Number: [Your Policy Number]

To Whom It May Concern,

I am writing to formally request a retroactive premium discount on my homeowners insurance policy for the installation of a qualifying security system at my property located at [Property Address].

A professionally monitored [Burglar / Fire / Both] alarm system was installed and activated on [Installation Date]. However, I realized that this safety feature was not previously noted on my policy, and I have not been receiving the applicable discount since the installation date.

Please find attached the Certificate of Installation provided by the alarm company, [Name of Security Company], which confirms the type of monitoring provided and the activation date.

I request that you:

1. Apply the alarm system discount to my current policy effective immediately.
2. Calculate the overpayment of premiums from [Installation Date] to the present.
3. Issue a refund or apply a credit to my account for the retroactive amount owed.

Please confirm once these changes have been processed and provide an updated policy declaration page reflecting the new premium amount.

Thank you for your assistance with this matter.

Sincerely,

[Your Signature]

[Your Printed Name]