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

[Date]

[Insurance Company Name]
[Underwriting Department Address]
[City, State, Zip Code]

RE: Request for Premium Reduction - Roof Mitigation Credits
Policy Number: [Your Policy Number]

To Whom It May Concern,

I am writing to formally request a review of my homeowner's insurance premium based on recent wind mitigation improvements made to my roof. I believe these upgrades qualify my property for windstorm mitigation credits, which should result in a reduction of my annual premium.

Specifically, the following features have been installed/verified:

- [Example: Secondary Water Resistance (SWR) barrier]
- [Example: Roof-to-Wall connections (clips or straps)]
- [Example: Impact-resistant roof covering (Class 4 shingles)]
- [Example: Enhanced roof deck attachment (specific nail spacing)]

I have enclosed the **Uniform Mitigation Verification Inspection Form** completed by a licensed inspector on [Date of Inspection] as proof of these improvements.

Please review the attached documentation and apply any applicable credits to my policy. I would also appreciate a revised declarations page reflecting the updated premium amount and any refund or credit due for the current policy term.

Thank you for your assistance. I look forward to hearing from you within [Number] business days.

Sincerely,

[Your Signature]
[Your Printed Name]

Enclosure: Wind Mitigation Inspection Report