Date: [Insert Date]

Policy Number: [Insert Policy Number]
Insured Name: [Insert Insured Name]
Property Address: [Insert Property Address]

Dear [Insert Policyholder Name],

We are pleased to confirm that we have updated your insurance policy to reflect the installation of your new roof. This update serves as an official endorsement to your current policy.

Update Details:

- **Installation Date:** [Insert Date]
- **Roof Material:** [Insert Material Type, e.g., Asphalt Shingle]
- **Endorsement Effective Date:** [Insert Effective Date]

As a result of this upgrade, your policy may be eligible for a premium discount or a change in settlement terms (such as moving from Actual Cash Value to Replacement Cost Value). Please review the attached amended Declarations Page for specific details regarding your updated coverage and any changes to your premium.

Please keep this letter and the attached documents with your original policy files. If you have any questions or noticed any errors in the details provided, contact your agent or our customer service department at [Insert Phone Number].

Thank you for choosing [Insert Insurance Company Name] for your protection.

Sincerely,

[Insert Name/Department]
[Insert Insurance Company Name]