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

[Date]

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

RE: Request to Remove Roof Age Premium Surcharge - Policy Number: [Your Policy Number]

To Whom It May Concern,

I am writing to formally request the removal of the roof age premium surcharge currently applied to my homeowners insurance policy. I have recently replaced the roof on my property located at [Your Property Address].

The roof replacement was completed on [Completion Date] by [Contractor Name/Company]. The new roofing material is [Type of Material, e.g., Asphalt Shingle, Metal, Tile].

Please find the following documentation attached for your review:

- A copy of the final paid invoice/receipt from the contractor.
- Photos of the newly installed roof.
- [Optional: A copy of the signed city/county building permit/inspection].

Based on this upgrade, I request that you update my policy records to reflect the new roof age and adjust my premium accordingly. Please provide me with a revised policy declaration page showing the removal of the surcharge and the updated premium amount.

Thank you for your prompt attention to this matter. Please contact me if you require any additional information.

Sincerely,

[Your Signature]
[Your Printed Name]