[Date]

[Policyholder Name]
[Mailing Address]
[City, State, Zip Code]

Subject: Acknowledgment of Roof Replacement/Update - Policy #[Policy Number]

Dear [Policyholder Name],

This letter is to formally acknowledge that we have received the documentation regarding the recent updates made to the roof at the following insured property:

[Property Address]

We have updated our records to reflect the following information provided:

- **Date of Replacement:** [Date]
- **Roofing Material:** [Material Type, e.g., Asphalt Shingle, Metal]
- **Contractor Name:** [Company Name]

Based on this update, your policy has been adjusted to reflect the improved condition of the structure. Please find the enclosed [Amended Declarations Page / Premium Credit Notice] which outlines any changes to your coverage or premium amount.

If you have any questions or if any of the information listed above is incorrect, please contact your agent or our customer service department at [Phone Number] during regular business hours.

Thank you for keeping your property well-maintained and for choosing [Insurance Company Name].

Sincerely,

[Agent/Representative Name]
[Title]
[Insurance Company Name]