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

Date: [Current Date]

Policy Number: [Policy Number]

Subject: Annual Premium Adjustment - Roof Condition Update Required

Dear [Policyholder Name],

We are currently reviewing your homeowners insurance policy for the upcoming renewal period. As part of our annual premium adjustment process, we require updated information regarding the condition and age of your roof.

The condition of your roof is a primary factor in determining your eligibility for certain discounts and calculating your annual premium. To ensure you are receiving the most accurate rate, please provide the following information:

- Date of full roof replacement (if applicable)
- Type of roofing material used
- Proof of recent inspection or repairs

If you have recently replaced your roof, you may be eligible for a significant premium reduction. Please submit a copy of the final invoice or a certificate of completion from a licensed contractor to our office by [Insert Date].

Failure to provide updated information may result in an adjustment to your premium based on the estimated age of the roof currently on file. You can submit your documents via email at [Email Address] or by mail using the address listed above.

If you have any questions regarding this request, please contact our customer service department at [Phone Number].

Sincerely,

[Your Name/Company Name]
[Title]
[Phone Number]