**Date:** [Insert Date]

**Policy Number:** [Insert Policy Number]
**Property Address:** [Insert Property Address]

Dear [Policyholder Name],

The Underwriting Department has completed the review of the documentation provided regarding your recent roof replacement.

We are pleased to inform you that the new roof has been approved. Our records have been updated to reflect the following information:

- **Installation Date:** [Insert Date]
- **Material Type:** [Insert Material, e.g., Asphalt Shingle]
- **Expected Life Span:** [Insert Years]

Based on this update, your policy remains in good standing. [Optional: Any applicable premium discounts resulting from this upgrade will be reflected in your next billing statement.]

Thank you for proactively maintaining your property. If you have any questions regarding your coverage, please contact your agent or our customer service department at [Insert Phone Number].

Sincerely,

[Underwriter Name]
[Insurance Company Name]
[Contact Information]