

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

[Date]

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

Subject: Request for Policy Adjustment - Transition to Condominium

Dear [Agent Name],

I am writing to notify you of a change in my housing status. As an empty nester, I am transitioning from my single-family home to a condominium unit. I would like to request an adjustment to my current insurance coverage to reflect this change.

Please find the details of the new property below:

- **New Address:** [New Condo Address]
- **Effective Date of Move:** [Date]
- **Type of Policy Requested:** HO-6 (Condominium Insurance)

Because the condominium association's master policy covers the exterior structure, I wish to adjust my personal policy to focus on:

- Personal property and contents (reflecting a downsized inventory).
- Interior dwelling coverage (walls-in/improvements and betterments).
- Personal liability protection.
- Loss assessment coverage.

Please provide a quote for this new policy and let me know what steps are required to cancel or transition my existing homeowners policy for [Old Property Address].

Thank you for your assistance. I look forward to hearing from you.

Sincerely,

[Your Signature]
[Your Printed Name]
[Current Policy Number]