

[Date]

[Client Name]
[Client Address]
[City, State, Zip Code]

Dear [Client Name],

Welcome to [Agency/Company Name]! Thank you for choosing us to protect your home. We are pleased to confirm that your homeowners insurance policy is now active.

Policy Details:

- **Policy Number:** [Policy Number]
- **Insured Property:** [Property Address]
- **Effective Date:** [Start Date]
- **Annual Premium:** \$[Amount]

Attached to this letter, you will find your policy declarations page and insurance ID cards. We recommend reviewing these documents to ensure all information is correct. Please keep them in a safe place for your records.

Next Steps:

- **Payment:** If you are not on escrow billing through your mortgage company, please ensure your first premium payment is made by [Due Date].
- **Digital Portal:** You can manage your policy and view documents online at [Website URL].
- **Home Inventory:** We suggest taking photos or video of your belongings to simplify the process should you ever need to file a claim.

If you have any questions or need to make changes to your coverage, please contact your dedicated agent, [Agent Name], at [Phone Number] or [Email Address]. To report a claim after hours, please call [Claims Department Number].

Thank you for trusting us with your home. We look forward to serving you.

Sincerely,

[Your Name/Signature]
[Your Title]
[Agency/Company Name]