

[Date]

[Policyholder Name]

[Mailing Address]

[City, State, Zip Code]

Re: Welcome to [Insurance Company Name] - Policy #[Policy Number]

Dear [Policyholder Name],

Welcome to [Insurance Company Name]. We are pleased that you have chosen us to protect your home. Our goal is to provide you with peace of mind and excellent service regarding your homeowners insurance needs.

Enclosed you will find your policy declarations page, coverage summary, and proof of insurance. Please review these documents carefully to ensure all information is accurate. If you have any questions or need to make changes to your coverage, please contact your agent directly.

Your Dedicated Insurance Agent:

- **Agent Name:** [Agent Name]
- **Office Phone:** [Phone Number]
- **Email Address:** [Email Address]
- **Office Address:** [Office Address, City, State, Zip]

In the event of a claim, you can reach our 24/7 claims department at [Claims Phone Number] or visit our website at [Website URL].

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

Sincerely,

[Sender Name/Signature]

[Title]

[Insurance Company Name]