

[Date]

[Policyholder Name]

[Mailing Address]

[City, State, Zip Code]

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

Dear [Policyholder Name],

Thank you for choosing [Insurance Company Name] for your home property coverage. We are pleased to welcome you as a new policyholder and are committed to protecting your home and personal belongings.

Enclosed you will find your policy documents, including your Declarations Page, coverage summary, and proof of insurance. Please review these documents carefully to ensure all information is correct and that the coverage limits meet your needs.

Policy Details:

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

Managing Your Account:

You can access your account 24/7 through our online portal at [Website URL]. Once registered, you can:

- View and print policy documents
- Make payments and set up autopay
- File and track insurance claims
- Update your contact information

If you have any questions regarding your coverage or need to make any changes, please contact your agent, [Agent Name], at [Agent Phone Number] or email us at [Customer Service Email].

We appreciate the trust you have placed in us to protect your home.

Sincerely,

[Authorized Signature]

[Name of Signatory]

[Title]

[Insurance Company Name]