

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Dear [Client Name],

Welcome to [Insurance Agency Name]! Thank you for choosing us to protect your home at [Property Address]. We are honored to have you as a client and are committed to providing you with peace of mind and excellent service.

Your new Homeowners Insurance policy, number **[Policy Number]**, is now active. Please find your policy summary and declaration page attached for your records. We recommend reviewing these documents to ensure all details are correct.

**What you can expect from us:**

- **Annual Reviews:** We will contact you yearly to ensure your coverage still fits your needs.
- **Claims Support:** If the unexpected happens, we are here to guide you through every step of the process.
- **Expert Advice:** Our team is available to answer any questions regarding your premiums, deductibles, or discounts.

If you need to make any changes to your policy or file a claim, please contact us at [Phone Number] or [Email Address]. You can also visit our website at [Website URL] to manage your account online.

Thank you again for trusting us with your home. We look forward to a long and successful relationship.

Sincerely,

[Agent Name]

[Agent Title]

[Insurance Agency Name]