

[Date]

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

Dear [Client Name],

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

Your policy provides coverage for your dwelling, personal property, and liability protection. Attached to this letter, you will find your policy declarations page and an identification card for your records.

What to do next:

- Review your coverage limits and deductibles.
- Create an online account at [Website URL] to manage your policy and payments.
- Save our claims hotline number: [Phone Number].

We are here to help you with any questions or updates to your coverage. If you have recently installed a security system or made renovations, please let us know, as you may be eligible for additional discounts.

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

Sincerely,

[Agent Name]
[Agency Name]
[Phone Number]
[Email Address]