

[Agency Name]
[Agency Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

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

Welcome to [Agency Name]

Dear [Tenant Name],

Congratulations on your new home and thank you for choosing [Agency Name] for your first renters insurance policy. We are excited to help you protect your personal belongings and provide you with peace of mind.

Your policy details are as follows:

- **Policy Number:** [Policy Number]
- **Effective Date:** [Start Date]
- **Coverage Amount:** \$[Amount]

As a first-time renter, it is important to know that your policy typically covers:

- Personal property (clothing, electronics, furniture)
- Personal liability protection
- Additional living expenses if your home becomes uninhabitable due to a covered loss

We have enclosed your insurance ID cards and a summary of your coverage. Please keep these documents in a safe place. You can also manage your account and file claims online at [Website URL].

If you have any questions about your coverage or need to make any changes, please do not hesitate to call us at [Phone Number].

Welcome to the family!

Sincerely,

[Agent Name]
[Title]
[Agency Name]