

[Date]

[Tenant Name]

[Tenant Address]

[City, State, Zip Code]

Subject: Welcome to [Agency/Company Name] - Your Renters Insurance Policy

Dear [Tenant Name],

Welcome! Thank you for choosing [Agency/Company Name] for your renters insurance needs. My name is [Agent Name], and I am your dedicated insurance agent.

I am here to ensure your personal belongings are protected and to help you understand the benefits of your coverage. Your policy ([Policy Number]) is now active, providing you with peace of mind regarding your home and property.

**How I can help you:**

- Explaining your coverage limits and deductibles.
- Assisting with policy updates if you move or acquire new valuables.
- Guiding you through the claims process if an emergency occurs.
- Reviewing eligible discounts to save you money.

Your digital policy documents are attached to this email. Please review them and let me know if you have any questions or if any information needs to be corrected.

If you need assistance, you can reach me directly via the contact information below:

**Phone:** [Phone Number]

**Email:** [Email Address]

**Office Hours:** [Hours of Operation]

We are glad to have you with us!

Best regards,

[Agent Signature]

[Agent Name]

[Agency Name]