

[Date]

[Tenant Name]

[Property Address]

[City, State, Zip Code]

## Welcome to [Agency Name]

Dear [Tenant Name],

Welcome to your new home! We are pleased to confirm that your renters insurance policy, number **[Policy Number]**, is now active as of **[Effective Date]**.

At [Agency Name], we want to ensure you have peace of mind knowing your personal belongings and personal liability are protected. Your policy currently includes the following coverage highlights:

- Personal Property Coverage: \$[Amount]
- Personal Liability Protection: \$[Amount]
- Loss of Use/Additional Living Expenses: \$[Amount]
- Deductible: \$[Amount]

Please take a moment to review your enclosed policy documents. It is important to keep an inventory of your belongings to ensure your coverage limits meet your needs.

If you have any questions, need to make changes to your coverage, or need to report a claim, please contact our office at [Phone Number] or email us at [Email Address].

Thank you for choosing [Agency Name] for your insurance needs.

Sincerely,

[Agent Name]

[Agency Name]

[Agency Website]