

head>

[Date]

[Landlord Name]

[Mailing Address]

[City, State, Zip Code]

Re: Welcome to [Agency Name] - Policy #[Policy Number]

Dear [Landlord Name],

Welcome to [Agency Name]! Thank you for choosing us to protect your investment property located at [Property Address]. We are pleased to have you as a client and look forward to providing you with excellent service.

Enclosed you will find your policy documents and identification cards. We recommend reviewing these documents to ensure all coverage limits and details meet your expectations. As a landlord, your policy includes specific protections for [mention key coverages, e.g., dwelling protection, general liability, and loss of rental income].

What happens next?

- **Premium Payment:** [Explain if paid via escrow or if direct payment is needed].
- **Policy Review:** We will contact you annually to review your coverage and ensure it keeps pace with your property's value.
- **Claims:** If you need to file a claim, please call us immediately at [Phone Number].

Should you have any questions regarding your coverage or if you acquire additional rental properties, please do not hesitate to contact your dedicated agent, [Agent Name], at [Agent Email] or [Agent Phone Number].

Thank you for trusting us with your business.

Sincerely,

[Agent Signature]

[Agent Name]

[Agency Name]