

[Date]

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

Dear [Client 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.

Your new Landlord Insurance policy, number [Policy Number], is now active. We have attached a summary of your coverage for your records. This policy has been tailored to meet the specific needs of your rental property, including protection for the dwelling, liability coverage, and loss of rental income.

What happens next?

- **Policy Documents:** You will receive the full policy jacket from [Insurance Carrier Name] via mail or email shortly.
- **Proof of Insurance:** If you have a mortgage on this property, we have already sent a copy of your evidence of insurance to [Mortgage Company Name].
- **Reviews:** We recommend a brief annual review to ensure your coverage limits stay aligned with current property values and rental market trends.

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

Thank you for trusting [Agency Name] with your insurance needs.

Sincerely,

[Agent Name]
[Agent Title]
[Agency Name]
[Phone Number]
[Website]