

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

[Date]

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

Subject: Welcome to [Company Name] - Your Landlord Property Insurance Policy

Dear [Client Name],

Welcome to [Company Name]. Thank you for choosing us to protect your investment property located at [Property Address]. We are pleased to confirm that your Landlord Property Insurance policy is now active under policy number [Policy Number].

At [Company Name], we understand the unique risks associated with property management. Our goal is to provide you with peace of mind knowing that your rental asset and rental income are secured against unforeseen events.

**What is included in this package:**

- Your Policy Declaration Page
- Terms and Conditions Booklet
- Summary of Coverages (Dwelling, Liability, and Loss of Rent)
- Insurance Identification Cards

**Next Steps:**

- **Review your documents:** Please verify that all property details and coverage limits are correct.
- **Online Access:** You can manage your policy, set up automatic payments, and view documents online at [Website URL].
- **Claims:** In the event of a claim, please contact our 24/7 claims department at [Claims Phone Number].

If you have any questions regarding your coverage or need to make adjustments to your policy, please contact your dedicated agent, [Agent Name], at [Agent Phone Number] or via email at [Agent Email].

Thank you for trusting us with your business.

Sincerely,

[Signature]

[Full Name]

[Job Title]

[Company Name]