

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

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

Dear [Client Name],

Thank you for choosing [Insurance Agency Name] to protect your investment property. We are pleased to confirm that your Landlord Property Insurance policy is now active.

Enclosed with this letter, you will find your policy documents, including your coverage summary and proof of insurance. Please review these documents carefully to ensure all details regarding your property at [Property Address] are correct.

Your Policy Information:

- Policy Number: [Policy Number]
- Effective Date: [Start Date]
- Renewal Date: [End Date]

As a landlord, having the right protection is essential. Your policy includes coverage for the building structure, landlord-owned contents, and liability protection. If you have any questions regarding your coverage limits or deductibles, please do not hesitate to contact us.

How to Reach Us:

If you need to make a claim, update your contact information, or discuss your policy, you can reach our team at [Phone Number] or via email at [Email Address]. Our office hours are [Business Hours].

We value your business and look forward to providing you with excellent service and peace of mind.

Sincerely,

[Your Name]

[Your Title]

[Insurance Agency Name]