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[Company Logo]

[Date]

[Policyholder Name]

[Mailing Address]

[City, State, Zip Code]

**Subject: Welcome to [Insurance Company Name] - Policy #[Policy Number]**

Dear [Policyholder Name],

Thank you for choosing [Insurance Company Name] to protect your rental property located at [Property Address]. We are pleased to welcome you as a new policyholder.

Your Landlord Property Insurance policy is designed to provide you with peace of mind. Enclosed with this letter, you will find your policy documents, including:

- **Declarations Page:** Outlining your coverage limits and deductibles.
- **Policy Booklet:** Detailed terms and conditions of your coverage.
- **Proof of Insurance:** For your records or your mortgage lender.

**Next Steps:**

- Review your coverage limits to ensure they meet your current needs.
- Keep these documents in a safe place.
- If you have a mortgage on this property, ensure your lender has a copy of your new policy information.

You can manage your policy, make payments, or file a claim 24/7 through our online portal at [Website URL].

If you have any questions regarding your coverage, please contact your agent at [Agent Phone Number] or email us at [Email Address].

We look forward to serving you.

Sincerely,

[Name/Signature]

[Title]

[Insurance Company Name]