

[Date]

[Landlord Name]

[Landlord Address]

[City, State, Zip Code]

Dear [Landlord Name],

Welcome to [Agency Name]. Thank you for choosing us to protect your real estate investments. We are pleased to confirm that your property insurance coverage for [Property Address/Portfolio Name] is now active under policy number [Policy Number].

As a property landlord, you face unique risks. Our goal is to ensure your assets are protected against property damage, liability claims, and loss of rental income. We have tailored your coverage to meet the specific needs of your rental business.

What happens next?

- **Policy Documents:** Attached you will find your policy summary and proof of insurance.
- **Digital Access:** You can manage your account and download certificates of insurance through our portal at [Website URL].
- **Annual Review:** We will contact you prior to your renewal to review your portfolio and ensure your coverage limits align with current market values.

If you have questions regarding your coverage or need to report a claim, please contact your dedicated agent, [Agent Name], at [Phone Number] or [Email Address].

We look forward to a long and successful partnership.

Sincerely,

[Your Name]

[Your Title]

[Agency Name]