

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Dear [Client Name],

Thank you for choosing [Insurance Agency Name] for your property insurance needs. We truly appreciate the trust you have placed in us to protect your investment at [Property Address].

Our goal is to provide you with peace of mind and exceptional service. Your new policy, number [Policy Number], is now active. We have attached the digital copies of your coverage summary and payment receipt for your records.

If you have any questions regarding your coverage or if there are any changes to your property, please do not hesitate to contact us at [Phone Number] or [Email Address].

We look forward to a long and successful relationship.

Sincerely,

[Your Name]

[Your Title]

[Insurance Agency Name]