

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

[Date]

[Lender or Requesting Party Name]  
[Department Name, if applicable]  
[Address]  
[City, State, Zip Code]

**RE: Proof of Active Homeowners Insurance**

**Loan Number:** [Your Loan Number]

**Property Address:** [Insured Property Address]

To Whom It May Concern,

Please accept this letter and the attached documents as formal proof of active homeowners insurance coverage for the property located at the address referenced above.

The insurance policy details are as follows:

- **Insurance Company:** [Name of Insurance Carrier]
- **Policy Number:** [Your Policy Number]
- **Coverage Period:** [Start Date] to [End Date]
- **Dwelling Coverage Amount:** \$[Amount]
- **Deductible:** \$[Amount]

Attached to this letter is the Declarations Page, which provides a comprehensive summary of the coverage, limits, and the loss payee/mortgagee clause as required.

If you require any additional information or have questions regarding this policy, please contact my insurance agent, [Agent Name], at [Agent Phone Number] or contact me directly.

Sincerely,

[Your Signature]  
[Your Printed Name]

**Enclosure:** Insurance Policy Declarations Page