

[Date]

[Policyholder Name]

[Mailing Address]

[City, State, Zip Code]

Subject: Coverage Summary and Next Steps for Policy #[Policy Number]

Dear [Policyholder Name],

Thank you for choosing [Insurance Company Name] for your renters insurance. This letter provides a summary of your active coverage and the remaining steps to finalize your account.

Policy Coverage Summary

- **Personal Property:** \$[Amount] (Coverage for your belongings against fire, theft, and damage)
- **Personal Liability:** \$[Amount] (Coverage for bodily injury or property damage to others)
- **Medical Payments:** \$[Amount] (Coverage for medical expenses for guests injured at your home)
- **Loss of Use:** \$[Amount] (Coverage for additional living expenses if your home is uninhabitable)
- **Deductible:** \$[Amount] (The amount you pay out of pocket per claim)

Required Next Steps

1. **Review Your Documents:** Please read the attached policy declaration page to ensure your address and coverage limits are correct.
2. **Submit Payment:** If you have not set up automatic payments, please visit [Website URL] to pay your initial premium by [Due Date].
3. **Provide Proof to Landlord:** Most leases require proof of insurance. We have attached a Certificate of Insurance (COI) that you can forward to [Landlord/Property Manager Name].
4. **Home Inventory:** We recommend taking photos or videos of your high-value items and storing the list in a secure digital location.

If you have any questions or need to make changes to your policy, please contact us at [Phone Number] or [Email Address].

Sincerely,

[Agent Name]

[Insurance Company Name]

[Website]