

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Subject: Welcome to [Insurance Agency Name]

Dear [Client Name],

Thank you for choosing [Insurance Agency Name] for your homeowners insurance needs. We are pleased to welcome you as a new client and are committed to providing you with the protection and service you deserve.

Your policy details are as follows:

- **Policy Number:** [Policy Number]
- **Property Address:** [Insured Property Address]
- **Effective Date:** [Start Date]

Enclosed you will find your policy documents. Please review them carefully to ensure all information is correct. We recommend keeping these documents in a safe place.

If you have any questions regarding your coverage, need to make changes to your policy, or need to file a claim, please do not hesitate to contact us at [Phone Number] or via email at [Email Address].

We appreciate your trust in us to protect your home. We look forward to a long and successful relationship.

Sincerely,

[Agent Name]

[Agent Title]

[Insurance Agency Name]

[Website URL]