

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Dear [Client Name],

Welcome to [Agency Name]! We are pleased that you have chosen us to protect your home. Our team is committed to providing you with excellent service and reliable coverage.

Attached to this letter, you will find your Homeowner Policy summary. We recommend a brief review of the following key details:

- **Policy Number:** [Policy Number]
- **Coverage Period:** [Start Date] to [End Date]
- **Dwelling Coverage:** \$[Amount]
- **Deductible:** \$[Amount]

As your lifestyle changes, your insurance needs may change as well. We suggest reviewing your policy annually to ensure your coverage limits reflect current rebuilding costs and personal property values. If you have recently made home improvements or purchased high-value items, please let us know so we can adjust your protection accordingly.

If you have any questions or need to report a claim, please contact our office at [Phone Number] or email us at [Email Address].

Thank you for trusting [Agency Name] with your insurance needs.

Sincerely,

[Agent Name]

[Agency Name]

[Website]