

[Date]

[Homeowner Name]
[Property Address]
[City, State, Zip Code]

Subject: Welcome to [Agency Name] and Your Homeowner Policy Review

Dear [Homeowner Name],

Welcome to [Agency Name]! We are pleased that you have chosen us to handle your homeowner insurance needs. Our goal is to provide you with excellent service and the peace of mind that your home is properly protected.

Enclosed you will find your new policy documents. We have conducted an initial review of your coverage, which includes:

- **Dwelling Coverage:** Protection for the structure of your home.
- **Personal Property:** Coverage for your belongings inside the home.
- **Liability Protection:** Coverage for legal expenses and damages if someone is injured on your property.
- **Deductible Information:** Your out-of-pocket costs in the event of a claim.

We recommend scheduling a brief phone call to ensure all details are accurate and to discuss any additional discounts you may be eligible for, such as home security or multi-policy bundles.

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

Thank you for trusting us with your home insurance.

Sincerely,

[Agent Name]
[Agency Name]
[Phone Number]
[Website]