

[Date]

[Homeowner Name]

[Property Address]

[City, State, Zip Code]

Subject: Congratulations on Your New Home and Your Policy Details

Dear [Homeowner Name],

Congratulations on the purchase of your new home! We are thrilled to welcome you as a client and are honored that you chose [Company Name] to protect your investment.

Please find the summary of your homeowners insurance policy below:

- **Policy Number:** [Policy Number]
- **Effective Date:** [Start Date]
- **Annual Premium:** [Amount]
- **Deductible:** [Amount]

Your full policy document, including detailed coverage limits and terms, is attached to this letter. We recommend reviewing these documents and keeping them in a safe place.

If you have any questions regarding your coverage or need to make adjustments to your policy, please contact us at [Phone Number] or via email at [Email Address].

Welcome home!

Sincerely,

[Agent Name]

[Company Name]

[Website]