

[Date]

[Policyholder Name]

[Mailing Address]

[City, State, Zip Code]

Subject: Your Renters Insurance Policy Documents - Policy #[Policy Number]

Dear [Policyholder Name],

Thank you for choosing [Insurance Company Name] for your renters insurance needs. We are pleased to confirm that your coverage is now active.

Please find the following documents enclosed for your records:

- Policy Declarations Page (Summary of coverage and limits)
- Insurance Identification Card
- Full Policy Booklet (Terms and conditions)
- Premium Billing Statement (If applicable)

We recommend that you review these documents carefully to ensure all information is correct. Please keep your Insurance Identification Card in a safe, accessible place.

If you have any questions regarding your coverage, or if you need to make any changes to your policy, please contact us at [Phone Number] or visit our website at [Website URL].

Thank you for trusting us to protect your personal belongings.

Sincerely,

[Sender Name/Department]

[Insurance Company Name]