

[Date]

[Policyholder Name]

[Mailing Address]

[City, State, Zip Code]

**Subject: Welcome to [Insurance Company Name] - Policy #[Policy Number]**

Dear [Policyholder Name],

Thank you for choosing [Insurance Company Name] for your homeowners insurance needs. We are pleased to confirm that your new policy for the property located at [Insured Property Address] is now active, effective [Policy Effective Date].

At [Insurance Company Name], we are committed to providing you with reliable protection and excellent service. Enclosed you will find your policy documents, which include:

- **Declarations Page:** Outlining your coverage limits and deductibles.
- **Policy Booklet:** Detailed terms and conditions of your coverage.
- **Proof of Insurance:** For your records or your mortgage lender.

We encourage you to review these documents carefully to ensure all information is correct. If you have any questions or need to make changes to your coverage, please contact your agent, [Agent Name], at [Agent Phone Number] or email us at [Email Address].

To manage your policy online, pay bills, or file a claim, you can visit our website at [Website URL] and create an account using your policy number.

We appreciate the opportunity to protect your home and look forward to serving you for years to come.

Sincerely,

[Sender Name/Signature]

[Title]

[Insurance Company Name]