

[Date]

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

Subject: Welcome to Your New Homeowners Policy - Policy #[Policy Number]

Dear [Customer Name],

Congratulations on your new home! We are honored that you chose [Insurance Agency Name] to protect such a significant investment. We know that buying your first home is a major milestone, and we are here to make the insurance process as simple as possible.

Your homeowners insurance policy is now active. Please find your policy documents and proof of insurance attached to this letter. We recommend reviewing these documents to familiarize yourself with your coverage limits and deductibles.

### **What happens next?**

- **Escrow Payments:** If your insurance is paid through your mortgage escrow account, we have already sent the invoice to your lender. No action is needed from you.
- **Home Inspection:** In some cases, a standard exterior inspection may be scheduled. If this is required, you will be notified in advance.
- **Digital Access:** You can manage your policy, view documents, and make payments online at [Website URL].

If you have any questions about your coverage or if you need to make any changes, please call us at [Phone Number] or email [Email Address].

Thank you for trusting us with your home. We look forward to serving you for many years to come.

Sincerely,

[Agent Name]  
[Insurance Agency Name]  
[Phone Number]