

[Date]

[Policyholder Name]
[Townhouse Address]
[City, State, Zip Code]

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

Dear [Policyholder Name],

Congratulations on your new townhouse! We are pleased that you have chosen [Insurance Company Name] to protect your home and your belongings.

We understand that townhouse living is unique, often involving shared walls and association requirements. Your new policy has been tailored to meet these specific needs, providing coverage for your interior structure, personal property, and personal liability.

What is included in this package:

- **Policy Declaration Page:** Outlines your coverage limits and deductibles.
- **Policy Booklet:** Provides the full terms and conditions of your insurance.
- **Proof of Insurance:** Use these cards for your records or mortgage lender.

Next Steps:

- Review your coverage limits to ensure they align with your Homeowners Association (HOA) bylaws.
- Create an online account at [Website URL] to manage your policy and pay bills.
- Download our mobile app for digital access to your insurance ID cards.

If you have any questions or need to make adjustments to your coverage, please contact your agent, [Agent Name], at [Agent Phone Number] or email us at [Support Email Address].

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

Sincerely,

[Your Name/Signature]
[Title]
[Insurance Company Name]