

[Date]

[Policyholder Name]

[Mailing Address]

[City, State, Zip Code]

Re: Welcome to Your New Vacation Residence Insurance Policy

Dear [Policyholder Name],

Welcome to [Insurance Company Name]. We are pleased to provide the homeowners insurance coverage for your vacation property located at:

[Vacation Property Address]

Your policy, number **[Policy Number]**, is effective from **[Start Date]** to **[End Date]**. We understand that your secondary home is a place for relaxation, and our goal is to give you peace of mind while you are away.

Enclosed you will find your policy documents, including:

- The Declarations Page (Summary of coverages and limits)
- Your ID cards
- Detailed policy terms and conditions
- Instructions on how to file a claim

Please review these documents to ensure the coverage limits and deductibles meet your requirements. If you have any questions or need to make changes to your policy, please contact your agent at [Agent Phone Number] or visit our website at [Website URL].

Thank you for choosing [Insurance Company Name] to protect your getaway home.

Sincerely,

[Sender Name]

[Title]

[Insurance Company Name]