

[Date]

[Policyholder Name]

[Mailing Address]

[City, State, Zip Code]

**RE: Confirmation of Policy Conversion**

Policy Number: [Policy Number]

Property Address: [Insured Property Address]

Dear [Policyholder Name],

This letter serves as formal confirmation that your insurance coverage for the property located at [Insured Property Address] has been successfully converted from a Standard Homeowners Policy (HO3) to a Landlord/Rental Property Policy (DP3).

**Conversion Details:**

- **Effective Date of Change:** [Date]
- **New Policy Type:** Landlord / Non-Owner Occupied
- **Adjusted Annual Premium:** \$[Amount]

The conversion ensures that your property is protected while being occupied by tenants. Please note that this policy provides coverage for the dwelling and your liability as a landlord, but it does not cover the personal belongings of your tenants. We recommend requiring your tenants to carry their own Renters Insurance.

Your updated Policy Declarations Page is enclosed with this letter. Please review the document carefully to ensure all coverage limits and deductibles meet your requirements.

If you have any questions regarding this change or need to update your mortgagee information, please contact your agent at [Phone Number] or reply to this email.

Sincerely,

[Agent Name/Company Name]

[Title]

[Contact Information]