

[Current Date]

[Policyholder Name]

[Mailing Address]

[City, State, Zip Code]

Subject: Delivery of Revised Homeowners Insurance Policy - Policy #[Policy Number]

Dear [Policyholder Name],

Enclosed you will find the updated documents for your homeowners insurance policy. These revisions reflect the changes recently discussed and processed for your account.

Specifically, the following updates have been made:

- [Brief Description of Change 1, e.g., Increased Dwelling Coverage]
- [Brief Description of Change 2, e.g., Addition of Scheduled Jewelry]
- [Brief Description of Change 3, e.g., Updated Mortgagee Information]

Please review these documents carefully to ensure all information is correct. It is important to keep these updated forms with your original policy records for future reference.

If you have any questions regarding these changes or if any further adjustments are needed, please contact our office at [Phone Number] or via email at [Email Address].

Thank you for choosing [Insurance Agency/Company Name] for your protection needs.

Sincerely,

[Sender Name]

[Title]

[Insurance Agency/Company Name]