

[Date]

[Policyholder Name]

[Mailing Address]

[City, State, Zip Code]

Subject: Important Information Regarding Your Homeowners Policy Renewal

Dear [Policyholder Name],

Thank you for choosing [Insurance Company Name] for your homeowners insurance needs. We are pleased to inform you that your policy, [Policy Number], is ready for renewal.

Go Paperless with Electronic Delivery

In our effort to provide faster service and reduce environmental impact, your renewal documents are now available electronically. You can view, download, and print your policy declarations, coverage summaries, and billing statements online at any time.

Access Your Customer Portal

To access your documents and manage your account, please follow these steps:

1. Visit our website at: [Website URL]
2. Click on the "Customer Login" or "Register" button.
3. Enter your Policy Number: [Policy Number]
4. Follow the prompts to set up or log in to your secure account.

Within the portal, you can:

- Review your updated coverage limits and premiums.
- Make secure online payments.
- Update your contact information.
- Download your proof of insurance.

Please review your renewal documents carefully to ensure your coverage still meets your needs. If you have any questions or wish to continue receiving paper copies by mail, please contact your agent at [Agent Phone Number] or email us at [Support Email].

We appreciate your continued business.

Sincerely,

[Sender Name/Department]

[Insurance Company Name]