

[Date]

[Insured Name]

[Mailing Address]

[City, State, Zip Code]

Re: Homeowners Insurance Policy Delivery and Escrow Billing Confirmation

Dear [Insured Name],

Thank you for choosing [Agency/Company Name] for your homeowners insurance needs. We are pleased to provide you with your new insurance policy for the property located at: **[Insured Property Address]**.

Policy Information:

- **Policy Number:** [Policy Number]
- **Effective Date:** [Start Date]
- **Expiration Date:** [End Date]
- **Annual Premium:** \$[Premium Amount]

Escrow Billing Confirmation:

This letter confirms that we have successfully billed your mortgage company for the annual premium. You do not need to send a payment at this time. We have sent the invoice and a copy of your Evidence of Insurance to:

[Mortgage Company Name]

[Mortgage Company Address]

Loan Number: [Loan Number]

Next Steps:

Please review the enclosed policy documents carefully. We recommend storing them in a safe place. Ensure that the coverage limits and deductible amounts meet your expectations. If any corrections are needed or if you have questions regarding your coverage, please contact us at [Phone Number].

We appreciate your business and look forward to serving you.

Sincerely,

[Agent Name]

[Agency Name]

[Contact Information]

Enclosure: Homeowners Insurance Policy