

[Date]

[Insured Name]

[Property Address]

[City, State, Zip Code]

Re: New Homeowners Policy Delivery

Policy Number: [Policy Number]

Effective Date: [Effective Date]

Dear [Insured Name],

Welcome to [Agency/Company Name]. Enclosed you will find your new homeowners insurance policy documents. Please review these materials carefully to ensure that all information, including coverage limits and deductibles, meets your requirements.

Mortgage Escrow Billing Information:

As requested, we have sent the annual premium invoice directly to your mortgage lender for payment through your escrow account. The billing details are as follows:

- **Lender Name:** [Mortgage Company Name]
- **Loan Number:** [Loan Number]
- **Premium Amount:** \$[Amount]

While we have billed your lender, please note that you are ultimately responsible for ensuring the premium is paid on time to prevent any lapse in coverage. We recommend monitoring your next escrow statement to confirm the transaction is complete.

Your Evidence of Insurance (EOI) has also been forwarded to your lender's mortgagee clause on file. Please keep a copy of the enclosed policy for your personal records.

If you have any questions or need to make changes to your coverage, please contact us at [Phone Number] or [Email Address].

Sincerely,

[Agent Name]

[Agency Name]