

[Agency Name]
[Agency Address]
[City, State, Zip Code]
[Phone Number]

[Date]

[Insured Name]
[Mailing Address]
[City, State, Zip Code]

Re: Renewal Policy Delivery and Escrow Payment Confirmation

Policy Number: [Policy Number]
Property Address: [Insured Property Address]
Renewal Period: [Start Date] to [End Date]

Dear [Insured Name],

We are pleased to enclose your homeowners insurance renewal policy for the upcoming term. We appreciate your continued trust in [Insurance Company Name] to protect your home.

Payment Information

Our records indicate that your policy premiums are paid through an escrow account managed by your mortgage lender. We have already sent the renewal bill to your lender, [Mortgage Company Name], for payment. No action is required from you regarding the payment at this time.

What You Should Do

Please review the enclosed Declarations Page to ensure that your coverage limits, deductibles, and any scheduled items are accurate. If you have made any recent improvements to your home or if your contact information has changed, please let us know so we can update your policy accordingly.

Thank you for choosing [Agency Name]. If you have any questions or would like to review your coverage options, please contact us at [Phone Number] or [Email Address].

Sincerely,

[Agent Name]
[Agency Name]