

[Date]

[Policyholder Name]

[Mailing Address]

[City, State, Zip Code]

Re: Homeowners Insurance Policy Issuance and Escrow Billing

Dear [Policyholder Name],

We are pleased to inform you that your homeowners insurance policy, number **[Policy Number]**, has been officially issued for the property located at **[Property Address]**. The policy is effective from **[Start Date]** to **[End Date]**.

As requested, we have processed the billing for your annual premium through your mortgage escrow account. Below are the details of the transaction:

- **Insurance Company:** [Company Name]
- **Annual Premium Amount:** \$[Amount]
- **Mortgage Lender/Servicer:** [Lender Name]
- **Loan Number:** [Loan Number]

The invoice for the premium amount stated above has been sent directly to your mortgage lender for payment. No immediate action is required from you regarding this payment, provided your escrow account is active and funded.

Please review the enclosed policy documents carefully to ensure all coverage limits and information are correct. We recommend keeping a copy of these documents for your personal records.

If you have any questions regarding your coverage or if your mortgage information has changed, please contact our customer service department at [Phone Number] or via email at [Email Address].

Thank you for choosing [Company Name] for your insurance needs.

Sincerely,

[Agent/Representative Name]

[Company Name]

[Phone Number]