

[Date]

[Insured Name]

[Mailing Address]

[City, State, Zip Code]

Re: Policy Delivery and Escrow Billing Confirmation

Property Address: [Insured Property Address]

Policy Number: [Policy Number]

Effective Date: [Policy Effective Date]

Dear [Insured Name],

Thank you for choosing [Insurance Agency/Company Name] for your homeowners insurance needs. We are pleased to provide you with your comprehensive policy documents.

Policy Delivery

Attached to this letter is your full policy jacket, including the Declarations Page, coverage endorsements, and required notices. Please review these documents carefully to ensure that the coverage limits and deductibles meet your requirements.

Escrow Confirmation

We have successfully coordinated with your mortgage lender regarding the premium payment. Please note the following billing details:

- **Lender Name:** [Mortgage Company Name]
- **Loan Number:** [Loan Number]
- **Annual Premium Amount:** \$[Premium Amount]
- **Billing Status:** Bill sent to Escrow

Your lender has been provided with a copy of your Evidence of Property Insurance (EOI) to satisfy their requirements. No immediate payment is required from you at this time, as the premium will be paid directly from your escrow account.

Next Steps

Please keep these documents in a safe place. If you have any questions regarding your coverage, or if you need to make updates to your policy, please contact our office at [Phone Number] or via email at [Email Address].

We appreciate your business and look forward to serving you.

Sincerely,

[Agent Name]

[Insurance Agency Name]

[Agency Phone Number]