

[Agency Name]
[Agency Address]
[Agency Phone Number]
[Agency Email]

[Date]

[Homeowner Name]
[Homeowner Mailing Address]

Re: Homeowners Insurance Policy: [Policy Number]
Property Address: [Insured Property Address]

Dear [Homeowner Name],

Welcome to [Agency Name]! We are pleased to provide you with your new homeowners insurance policy issued by [Insurance Carrier Name].

Enclosed you will find your policy declarations page and important coverage documents. Please review these documents carefully to ensure all information is correct and that the coverage limits meet your needs.

Billing Information:

As requested, this policy has been set up for **Escrow Billing**. We have sent the premium invoice directly to your mortgage lender, [Mortgage Company Name], for payment from your escrow account. No immediate payment is required from you at this time.

Please keep a copy of these documents for your records. If you receive any correspondence from your lender regarding a proof of insurance, you may provide them with the enclosed declarations page.

We are committed to providing you with excellent service. If you have any questions regarding your coverage, or if you need to make any changes to your policy, please contact our office at [Agency Phone Number].

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

Sincerely,

[Agent Name/Signature]
[Title]
[Agency Name]