

[Date]

[Policyholder Name]

[Mailing Address]

[City, State, Zip Code]

Re: Notice of Paid-in-Full Policy Delivery

Dear [Policyholder Name],

Enclosed please find your homeowners insurance policy documents for the property located at: **[Insured Property Address]**.

This letter serves as official confirmation that your premium for the policy period of [Start Date] to [End Date] has been **paid in full**. Your policy number is **[Policy Number]**.

Please review the enclosed Declarations Page and policy jacket to ensure all coverage limits, deductibles, and endorsements are correct. We recommend keeping these documents in a safe place for your records.

If you have any questions regarding your coverage or if any information needs to be updated, please contact our office at [Phone Number] or via email at [Email Address].

Thank you for choosing [Insurance Agency/Company Name] for your protection needs.

Sincerely,

[Agent Name/Signature]

[Title]

[Company Name]

Acknowledgement of Receipt

I, [Policyholder Name], hereby acknowledge receipt of the homeowners insurance policy and confirmation of full payment mentioned above.

Signature: _____

Date: _____