[Date]

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

Subject: Your New Renters Insurance Policy - [Policy Number]

Dear [Policyholder Name],

Thank you for choosing [Insurance Company Name] for your renters insurance needs. We are pleased to confirm that your new policy is now active.

Please find your policy documents attached to this letter. These documents include:

- Your Policy Declarations Page (showing your coverage limits and deductibles)
- Your Insurance ID Cards
- The Policy Booklet containing full terms and conditions

Policy Details:

- **Policy Number:** [Policy Number]
- **Effective Date:** [Start Date]
- **Expiration Date:** [End Date]
- **Insured Address:** [Rented Property Address]

We recommend that you review these documents carefully to ensure all information is correct. It is also a good idea to keep a copy of your inventory and photos of your personal belongings in a safe place to assist with any future claims.

If you have any questions, need to make changes to your coverage, or need to report a claim, please contact us at [Phone Number] or visit our website at [Website URL].

Welcome to [Insurance Company Name]. We appreciate your business.

Sincerely,

[Agent/Representative Name]
[Insurance Company Name]
[Contact Information]