[Date]

[Tenant Name]
[Tenant Address]
[City, State, Zip Code]

Re: Renters Insurance Policy Delivery - Policy Number: [Policy Number]

Dear [Tenant Name],

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

Please find the following documents enclosed for your records:

- Your Policy Declarations Page
- The Insurance Policy Booklet
- Proof of Coverage Certificate

Landlord Notification:

Per your request and lease requirements, we have also enclosed a **Certificate of Insurance** specifically for your landlord, [Landlord/Property Manager Name]. This document serves as official proof that you have met the insurance requirements outlined in your rental agreement. Please ensure you provide this copy to your landlord or property management office immediately.

Your policy includes the following key coverages:

- Personal Property Coverage: $[Amount]
- Personal Liability Coverage: $[Amount]
- Medical Payments to Others: $[Amount]
- Loss of Use Coverage: $[Amount]

If you have any questions regarding your coverage or need to make any changes to your policy, please contact our customer service department at [Phone Number] or visit our website at [Website URL].

Sincerely,

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