[Current Date]

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

Subject: Delivery of Amended Tenant Insurance Policy - Policy Number: [Policy Number]

Dear [Tenant Name],

Enclosed please find the updated documentation for your tenant insurance policy. These documents reflect the recent changes made to your coverage effective as of [Effective Date of Amendment].

The amendments include the following updates:

- [Briefly describe change 1, e.g., Increased personal property limit]
- [Briefly describe change 2, e.g., Addition of scheduled jewelry]
- [Briefly describe change 3, e.g., Change in deductible amount]

Please review the attached Policy Declarations page and any applicable endorsements carefully to ensure all information is correct. We recommend filing these documents with your original policy for your records.

If you have any questions regarding these changes or if any further adjustments are needed, please contact our office at [Phone Number] or via email at [Email Address].

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

Sincerely,

[Sender Name]
[Sender Title]
[Insurance Company Name]