[Date]

[Tenant Name]
[Unit Number/Address]
[City, State, Zip Code]

Subject: Delivery of Your Short-Term Tenant Insurance Policy

Dear [Tenant Name],

Welcome! We are pleased to provide you with your Short-Term Tenant Insurance Policy documents for your upcoming stay at [Property Name/Address].

Attached to this letter, you will find:

- Your Policy Declaration Page
- The Insurance Terms and Conditions
- Summary of Coverage and Limits
- Claims Filing Instructions

Policy Details:

- **Policy Number:** [Policy Number]
- **Effective Date:** [Start Date]
- **Expiration Date:** [End Date]

Please review these documents carefully to ensure you understand your coverage, including any deductibles or exclusions that may apply. This policy is designed to provide protection during your temporary residency.

If you have any questions regarding your coverage or need to make a claim, please contact our customer service department at [Phone Number] or via email at [Email Address].

We hope you enjoy your stay.

Sincerely,

[Sender Name]
[Title]
[Company Name]