

[Date]

[Policyholder Name]

[Mailing Address]

[City, State, Zip Code]

Subject: Congratulations on Your New Home and Insurance Coverage

Dear [Policyholder Name],

Congratulations on your new home! We are excited to welcome you and are honored that you have chosen [Insurance Agency Name] to protect your new investment.

This letter confirms that your new homeowners insurance policy is now active. We have successfully completed the transition of your coverage. Below are your policy details for your records:

- **Policy Number:** [Policy Number]
- **Property Address:** [New Home Address]
- **Effective Date:** [Start Date]
- **Annual Premium:** \$[Amount]

Next Steps:

If your premiums are paid through an escrow account, we have already forwarded the necessary documentation to your mortgage lender, [Lender Name]. If you pay directly, please ensure your first payment is completed by [Due Date] to maintain continuous coverage.

Your full policy packet, including your declarations page and coverage summary, is attached to this email/enclosed with this letter. Please review these documents carefully to ensure all information is accurate.

If you have any questions about your coverage or need to make any adjustments, please contact us at [Phone Number] or [Email Address].

Enjoy your new home!

Best regards,

[Agent Name]

[Insurance Agency Name]

[Website URL]