

[Your Name]
[Your Current Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email Address]

[Date]

[Insurance Company Name]
[Agent Name or Department]
[Company Address]
[City, State, Zip Code]

Subject: Request to Transition from Renters to Homeowners Insurance

To Whom It May Concern,

I am writing to formally request a transition of my current insurance coverage. I am currently a policyholder with [Insurance Company Name] under Renters Insurance Policy Number: **[Your Renters Policy Number]**.

I have recently purchased a home and would like to upgrade my coverage to a Homeowners Insurance policy. Below are the details for the new property:

- **Property Address:** [New Home Address, City, State, Zip]
- **Closing/Effective Date:** [Date you want the new policy to start]
- **Estimated Replacement Cost:** [Amount, if known]

Please provide me with a quote for a homeowners policy that includes standard dwelling protection, personal property coverage, and liability insurance. Additionally, I would like to know if there are any multi-policy discounts available if I bundle this with my existing [Auto/Life] insurance.

Once the new Homeowners policy is active, please cancel my existing Renters Insurance policy effective **[Date of Move-Out]**. If there are any unused premiums on the renters policy, please credit them toward the new homeowners policy or issue a refund check to my new address.

Please let me know what further documentation or information you require to finalize this change. I look forward to hearing from you soon.

Sincerely,

[Your Signature]
[Your Printed Name]