

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

[Date]

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

Re: Homeowners Insurance Quote for Upcoming Purchase

Dear [Agent Name],

I am in the process of purchasing a new home and would like to request a quote for a homeowners insurance policy. Below are the details regarding the property:

- **Property Address:** [Full Property Address]
- **Estimated Closing Date:** [Date]
- **Purchase Price:** \$[Amount]
- **Property Type:** [Single Family / Townhouse / Condo]
- **Year Built:** [Year]
- **Square Footage:** [Number] sq ft

Please provide a comprehensive quote that includes coverage for the structure, personal property, and liability. Additionally, I would like to know if you offer discounts for [bundling auto insurance / home security systems / new construction].

My mortgage lender requires proof of insurance prior to our closing date. Could you please let me know what additional information or documentation you need from me to finalize this quote?

I look forward to hearing from you soon.

Sincerely,

[Your Signature]
[Your Printed Name]