

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

[Date]

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

Subject: Conversion of Renters Policy [Policy Number] to Homeowners Insurance

Dear [Agent Name or Customer Service Team],

I am writing to inform you that I have recently purchased a home and would like to convert my existing renters insurance policy (Policy #[Policy Number]) to a homeowners insurance policy.

Please find the details for the new property below:

- **Property Address:** [New Home Address, City, State, Zip]
- **Closing Date/Effective Date:** [Date]
- **Property Type:** [Single Family / Condo / Townhouse]
- **Estimated Replacement Cost:** [Amount, if known]

I would like to receive a quote for a policy that includes dwelling coverage, personal property protection, liability coverage, and [any additional riders like flood or jewelry insurance].

Additionally, please let me know if I am eligible for any loyalty discounts or bundling credits since I am transitioning my current coverage. I would like the new policy to be effective as of [Date] to ensure there is no lapse in coverage during my move.

Please contact me at [Phone Number] or via email at [Email Address] to discuss the next steps and any further documentation required.

Thank you for your assistance.

Sincerely,

[Your Signature]
[Your Printed Name]