

[Date]

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

Subject: Transition from Renters Insurance to Homeowners Insurance

Dear [Agent Name or Customer Service Team],

I am writing to notify you that I have purchased a new home and wish to transition my current insurance coverage. I would like to cancel my existing renters insurance policy and replace it with a homeowners insurance policy to ensure seamless coverage during this transition.

Current Policy Details:

- Current Policy Number: [Existing Renters Policy Number]
- Current Address: [Current Rental Address]
- Desired Cancellation Date: [Closing Date or Move-out Date]

New Property Details:

- New Property Address: [New Home Address]
- Closing Date: [Date]
- Desired Policy Effective Date: [Date]

I value my relationship with [Insurance Company Name] and would like to receive a quote for homeowners insurance that includes any applicable multi-policy or loyalty discounts. Please let me know what additional documentation (such as a home inspection or mortgage company information) is required to issue the new policy.

Please confirm receipt of this request and provide the next steps for finalizing the transition.

Sincerely,

[Your Name]
[Your Phone Number]
[Your Email Address]