

[Date]

[Policyholder Name]

[Mailing Address]

[City, State, Zip Code]

Subject: Important Next Steps Regarding Your Homeowners Insurance Policy

Dear [Policyholder Name],

Thank you for choosing [Insurance Company Name] for your homeowners insurance needs. To ensure your property remains fully protected and your policy remains active, please complete the following next steps:

- **Step 1: Review Your Policy Documents**
Please log in to your portal or review the attached documents to verify that your coverage limits and deductible amounts are correct.
- **Step 2: Schedule a Home Inspection (If Required)**
An exterior/interior inspection is required for your property. Please contact [Inspection Company Name] at [Phone Number] by [Date] to schedule your appointment.
- **Step 3: Submit Required Documentation**
We require copies of the following documents to finalize your file:
 - Proof of prior insurance
 - Recent roof inspection report
 - Photos of any recent home renovations
- **Step 4: Confirm Your Payment Method**
Please ensure your premium payment is set up via [Escrow/Automatic Billing/Manual Pay] to avoid any lapse in coverage.

Failure to complete these steps by [Deadline Date] may result in a premium adjustment or the cancellation of your policy.

If you have already completed these steps, please disregard this notice. If you have any questions, you can reach our customer service team at [Phone Number] or [Email Address].

Sincerely,

[Sender Name]

[Title]

[Insurance Company Name]