

Letter To Customer With Copy of Insurance Policy (Mailed)

[Date]

[customer name and address]

Re: [policy name; number]

Dear [name]:

We are pleased to enclose a copy of the above-referenced insurance policy. Please read it carefully and contact us immediately if you have any questions or if you would like any changes made. In the event of a loss, the terms and conditions as set forth in this policy will control your rights to insurance coverage.

Thank you for this opportunity to be of service.

Very truly yours,

[name]