

Insurance Document Submission

Date: [Insert Date]

To:

[Insurance Company Name]

[Insurance Company Address]

[City, State, Zip Code]

Dear [Insurance Company Representative Name],

I am writing to submit the necessary documents for my renters insurance policy, policy number [Insert Policy Number]. Enclosed you will find the following documents:

- Completed application form
- Proof of identity
- Proof of residency
- Payment confirmation

Please confirm receipt of these documents at your earliest convenience. If you require any additional information, feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]