

[Date]

[Client Name]
[Business Name]
[Address]
[City, State, Zip]

Re: Summary of Your Business Owners Policy (BOP)

Dear [Client Name],

Thank you for choosing [Agency Name] for your business insurance needs. We have successfully secured your Business Owners Policy (BOP) with [Insurance Carrier Name], effective [Start Date].

Coverage Overview:

- **Policy Number:** [Policy Number]
- **General Liability:** \$[Amount] per occurrence
- **Commercial Property:** \$[Amount] (Replacement Cost)
- **Business Interruption:** [Details/Duration]
- **Deductible:** \$[Amount]

Next Steps:

1. **Review Your Documents:** Please review the attached policy declarations page to ensure all business information is correct.
2. **Payment:** If you have not already done so, please complete your initial premium payment by [Date] to prevent any lapse in coverage.
3. **Proof of Insurance:** You can use the attached Certificate of Insurance (COI) for any vendors or landlords requiring proof of coverage.
4. **Safety Audit:** Some carriers may require a brief phone or on-site survey. We will contact you if this is scheduled.

If you have any questions or need to make changes to your coverage, please contact me directly at [Phone Number] or [Email].

Sincerely,

[Agent Name]
[Agency Name]
[Website]