

[Date]

[Policyholder Name]

[Address Line 1]

[City, State, Zip Code]

Re: Term Life Insurance Policy Number: [Policy Number]

Dear [Policyholder Name],

Thank you for choosing [Insurance Company Name]. Your new term life insurance policy is now active. Please find the summary of your coverage and the next steps below.

### Coverage Summary

- **Insured Name:** [Name]
- **Death Benefit Amount:** \$[Amount]
- **Policy Term:** [Number] Years
- **Coverage End Date:** [Date]
- **Premium Amount:** \$[Amount]
- **Payment Frequency:** [Monthly/Annual]
- **Beneficiary:** [Name(s)]

### Next Steps

1. **Review Your Policy:** Please read the attached policy document carefully to ensure all personal information and coverage details are correct.
2. **Store Documents Safely:** Keep a copy of your policy in a secure location and inform your beneficiaries of its location.
3. **Set Up Payments:** If you have not already done so, please log in to [Website URL] to set up automatic payments to ensure your coverage does not lapse.
4. **Designate/Update Beneficiaries:** Ensure your beneficiary contact information is up to date in our online portal.

If you have any questions or need to make changes to your policy, please contact our customer service department at [Phone Number] or [Email Address].

Sincerely,

[Sender Name]

[Title]

[Insurance Company Name]