

[Date]

[Client Name]

[Client Company Name]

[Street Address]

[City, State, Zip Code]

**RE: Evidence of Coverage - Policy Number: [Policy Number]**

Dear [Client Name],

Thank you for choosing [Insurance Agency Name] for your commercial insurance needs. We are pleased to confirm that your new [Policy Type, e.g., General Liability] policy is now active.

Please find enclosed your formal Certificate of Liability Insurance. This document serves as official proof of your coverage and outlines your policy limits and effective dates.

We recommend that you review the certificate carefully and keep a copy in your permanent business records. If you require additional certificates for specific vendors, landlords, or clients, please contact our office, and we will issue them promptly.

If you have any questions regarding your coverage or need to make adjustments to your policy, please call us at [Phone Number] or email [Email Address].

We appreciate your business and look forward to serving you.

Sincerely,

[Agent Name]

[Title]

[Insurance Agency Name]

Enclosure: Certificate of Insurance