

Date: [Insert Date]

[Policyholder Name]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

Subject: Welcome to [Company Name] - Policy Number: [Policy Number]

Dear [Policyholder Name],

Welcome to [Company Name]! Thank you for choosing us for your insurance needs. We are pleased to confirm that your [Type of Insurance] policy is now active.

Our goal is to provide you with peace of mind and excellent service. This letter serves as your official welcome and provides the next steps for your onboarding process.

Your Policy Details:

- **Policy Type:** [Policy Type]
- **Effective Date:** [Start Date]
- **Premium Amount:** [Amount]
- **Payment Schedule:** [Monthly/Annual]

Next Steps:

1. **Review Your Documents:** Please find your policy schedule and coverage details attached. Review them carefully to ensure all information is correct.
2. **Register Online:** Visit [Website URL] to create your account. Here you can view documents, make payments, and update your contact information.
3. **Download our App:** Access your digital ID cards and file claims on the go by downloading the [App Name] from the App Store or Google Play.

How to Get Support:

If you have any questions or need to report a claim, our team is here to help:

- **Customer Service:** [Phone Number]
- **Claims Department:** [Phone Number/Email]
- **Email Support:** [Email Address]

Thank you for trusting [Company Name]. We look forward to serving you.

Sincerely,

[Your Name/Department Name]
[Company Name]