

[Date]

[Client Name]

[Company Name]

[Street Address]

[City, State, Zip Code]

Subject: Welcome to [Insurance Agency Name]

Dear [Client Contact Name],

Thank you for choosing [Insurance Agency Name] for your commercial insurance needs. We are pleased to welcome [Company Name] as a valued client.

Our goal is to provide your business with the protection and service it deserves. Attached to this letter, you will find your policy documents, including your Certificate of Insurance and summary of coverage. Please review these documents carefully to ensure all details are accurate.

As your insurance partner, we are here to assist you with:

- Policy updates and endorsements
- Claims filing and management
- Risk management advice
- Annual coverage reviews

Your dedicated Account Manager is [Representative Name], who can be reached directly at [Phone Number] or [Email Address]. Please do not hesitate to contact us if you have any questions or if your business operations change.

We look forward to a long and successful partnership.

Sincerely,

[Your Name]

[Your Title]

[Insurance Agency Name]

[Website URL]