

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Subject: Congratulations on Your New Business - Insurance Review

Dear [Client Name],

Congratulations on the formation of your new business, [Business Name]. This is an exciting milestone, and we wish you great success in this new venture.

As you begin operations, it is important to ensure that your professional and personal assets are adequately protected. New business structures often change your liability profile and may require specific commercial insurance coverages to comply with state laws or lease agreements.

We would like to schedule a brief check-in to discuss:

- General Liability and Property protection
- Professional Liability (Errors & Omissions)
- Workers' Compensation requirements
- Cyber Liability and Data Breach coverage
- Updating your existing policies to reflect your new business entity

Please let us know a convenient time next week for a brief call, or feel free to contact our office at [Phone Number] at your earliest convenience.

We look forward to supporting your business growth.

Best regards,

[Your Name]

[Your Title]

[Agency Name]