

[Date]

[Business Owner Name]

[Business Name]

[Street Address]

[City, State, Zip Code]

Re: Business Owner's Policy Number: [Policy Number]

Dear [Business Owner Name],

Thank you for choosing [Agency/Company Name] for your business insurance needs. We are pleased to welcome you as a new policyholder.

Enclosed you will find your Business Owner's Policy (BOP) documents. This policy provides important protection for your business, including general liability and property coverage. Please review these documents carefully to ensure all information is correct and that the coverage limits meet your requirements.

Your policy package includes:

- Policy Declarations Page
- Coverage Summary and Forms
- Proof of Insurance Cards/Certificates
- Claims Reporting Instructions

If you need to make any changes to your policy, request additional certificates of insurance, or report a claim, please contact our office at [Phone Number] or via email at [Email Address].

We appreciate your business and look forward to protecting your company's growth and success.

Sincerely,

[Agent Name]

[Title]

[Agency Name]