Subject: Welcome to Your New Insurance Client Portal

Dear [Client Name],

Welcome! We are pleased to announce that your new insurance client portal is now active and ready for use.

Your portal provides a secure and convenient way to manage your insurance information 24/7. Through this platform, you can:

- View and download your policy documents.
- Access and print your insurance ID cards.
- Review your coverage details and renewal dates.
- Submit and track the status of claims.
- Update your contact information.

How to Get Started:

1. Visit the portal website at: [Portal URL]
2. Click on the "Register" or "First Time User" button.
3. Enter your policy number: [Policy Number]
4. Follow the prompts to create your unique username and password.

If you have any questions or require assistance with the registration process, please contact our support team at [Phone Number] or reply to this email at [Email Address].

Thank you for choosing [Insurance Company Name]. We look forward to serving you through our new digital platform.

Sincerely,

[Your Name/Department Name]
[Insurance Company Name]