Subject: Action Required: Activate Your Insurance Policy Management Portal

Dear [Policyholder Name],

Welcome to [Insurance Company Name]. We are pleased to inform you that your online policy management portal is now ready for activation.

Our digital portal allows you to:

- View and download your policy documents.
- Make premium payments securely.
- Submit and track claims in real-time.
- Update your personal contact information.

To activate your account, please follow these steps:

1. Visit our website at: [Portal URL]
2. Click on the "Activate Account" button.
3. Enter your Policy Number: [Policy Number]
4. Enter your temporary Activation Code: [Activation Code]
5. Set up your permanent password and security questions.

Please note that this activation link and code will expire on [Expiration Date].

If you encounter any issues during 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].

Best Regards,

[Sender Name/Department]
[Insurance Company Name]