[Date]

[Client Name]
[Client Address]
[City, State, Zip Code]

Subject: Access to Your Commercial Insurance Client Dashboard

Dear [Client Contact Name],

We are pleased to provide you with access to your online Commercial Insurance Dashboard. This portal allows you to manage your policies, download certificates of insurance, and view billing statements at your convenience.

Your Account Details:

- **Portal URL:** [Insert Web Address]
- **Username:** [Insert Username]
- **Temporary Password:** [Insert Password]

To get started, please visit the URL above and log in using your temporary credentials. You will be prompted to create a new, secure password upon your first login.

Through this dashboard, you can:

- View current policy coverage and expiration dates.
- Request and print Certificates of Insurance (COI).
- Report new claims and track existing ones.
- Access digital copies of your insurance documents.

If you encounter any issues logging in or have questions regarding your coverage, please contact your account manager at [Phone Number] or [Email Address].

Thank you for choosing [Agency/Company Name] for your commercial insurance needs.

Best regards,

[Your Name]
[Your Title]
[Agency/Company Name]