[Date]

[Policyholder Name]
[Address Line 1]
[Address Line 2]
[City, State, Zip]

Subject: Welcome to Your Personal Insurance Digital Portal

Dear [Policyholder Name],

Thank you for choosing [Insurance Company Name] for your personal insurance needs. We are pleased to announce that your digital account is now ready for use.

Our online portal is designed to give you secure, 24/7 access to your insurance information. Through the portal, you can:

- View and download policy documents and ID cards.
- Make payments and manage billing preferences.
- Track the status of existing claims or file a new one.
- Request policy changes or contact your agent.

How to get started:

1. Visit our website at: [Portal URL]
2. Click on "Register" or "Create Account."
3. Enter your Policy Number: [Policy Number]
4. Follow the prompts to verify your identity and set your password.

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

We appreciate your business and look forward to serving you online.

Sincerely,

[Sender Name/Department]
[Insurance Company Name]