

[Date]

[Customer Name]

[Address Line 1]

[City, State, Zip Code]

Subject: Welcome - Understanding Your New Insurance Policy

Dear [Customer Name],

Thank you for choosing [Insurance Company Name]. We are pleased to confirm that your new policy, number [Policy Number], is now active.

To help you get the most out of your coverage, please review the following key sections of your policy documents:

- **Declarations Page:** This summarizes your coverage limits, deductibles, and premium amounts.
- **Effective Date:** Your coverage began on [Start Date] and will remain active until [End Date].
- **Exclusions:** Please review the section titled "Exclusions" to understand what is not covered under this policy.
- **Claim Procedures:** Instructions on how to file a claim are included in your welcome packet.

You can access your digital ID cards and manage your account online at [Website URL] or through our mobile app.

If you have any questions or notice any errors in your documents, please contact your agent at [Phone Number] or email us at [Email Address].

Sincerely,

[Sender Name]

[Title]

[Insurance Company Name]