

[Date]

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

Subject: Welcome to Your New Policy - [Policy Number]

Dear [Policyholder Name],

Thank you for choosing [Company Name] for your insurance needs. We are pleased to confirm that your coverage is now active. This letter provides a brief summary of your policy details and coverage limits.

Policy Information:

- **Policy Type:** [Type, e.g., Auto/Home/Life]
- **Effective Date:** [Start Date]
- **Expiration Date:** [End Date]

Coverage Limits Summary:

Coverage Description	Limit Amount
[Coverage Item 1]	[\$[Amount]]
[Coverage Item 2]	[\$[Amount]]
[Coverage Item 3]	[\$[Amount]]

Please review the enclosed policy documents carefully to ensure all information is correct. It is important to understand your deductibles, exclusions, and conditions of coverage.

If you have any questions or need to make changes to your policy, please contact our customer service department at [Phone Number] or visit our website at [Website URL].

We appreciate your business and look forward to serving you.

Sincerely,

[Name/Department]
[Company Name]