

[Date]

[Policyholder Name]

[Business Name]

[Address]

[City, State, Zip Code]

Subject: Welcome to [Insurance Company Name] - Policy #[Policy Number]

Dear [Policyholder Name],

Thank you for choosing [Insurance Company Name] for your commercial general liability insurance. We are pleased to confirm that your coverage is now active as of [Effective Date].

Your policy provides essential protection for [Business Name] against claims for bodily injury, property damage, and personal injury. Attached to this letter, you will find your insurance documentation, including:

- Policy Declaration Page
- Certificate of Insurance (COI)
- Full Policy Wording and Endorsements
- Premium Billing Statement

Please review these documents carefully to ensure all business information is correct. If you need to request additional Certificates of Insurance for your clients or vendors, you may do so by [Instruction for COI request, e.g., visiting our online portal / emailing your agent].

To report a claim, please contact our claims department at [Phone Number] or visit [Website URL].

We appreciate your business and look forward to protecting your company's growth.

Sincerely,

[Agent Name/Signature]

[Title]

[Insurance Company Name]

[Phone Number]

[Email Address]