

[Date]

[Business Owner Name]

[Business Name]

[Street Address]

[City, State, Zip Code]

Subject: Welcome to [Insurance Company Name] - Your Business Owners Policy

Dear [Business Owner Name],

Welcome to [Insurance Company Name]. We are pleased to confirm that your Business Owners Policy (BOP) is now active under policy number **[Policy Number]**.

This policy has been designed to provide your business with essential protection, combining general liability insurance and property insurance into one convenient package.

Included with this letter, you will find:

- Your Policy Declaration Page
- Proof of Insurance (COI)
- A summary of your coverage limits and deductibles
- Information on how to report a claim

We encourage you to review these documents carefully to ensure all information is correct. If you need to make any adjustments or have questions regarding your coverage, please contact your agent, [Agent Name], at [Agent Phone Number] or [Agent Email Address].

Thank you for choosing [Insurance Company Name] to protect your business. We look forward to a long and successful partnership.

Sincerely,

[Your Name/Department]

[Insurance Company Name]

[Company Website]