

[Date]

[Client Name]

[Business Name]

[Street Address]

[City, State, Zip Code]

Subject: Welcome - Your Commercial Umbrella Insurance Policy #[Policy Number]

Dear [Client Name],

Thank you for choosing [Insurance Agency/Company Name] for your commercial insurance needs. We are pleased to confirm that your Commercial Umbrella Insurance policy is now active.

As your business grows, so do your liabilities. This policy provides an important extra layer of protection over your primary general liability, auto liability, and employers' liability limits. It is designed to safeguard your business assets against significant catastrophic claims.

**Policy Details:**

- **Policy Number:** [Policy Number]
- **Effective Date:** [Start Date]
- **Expiration Date:** [End Date]
- **Limit of Liability:** \$[Amount]

Please find your policy documents attached to this letter. We recommend reviewing the "Exclusions" and "Conditions" sections to fully understand your coverage. Keep these documents in a safe place with your other business records.

If you need to report a claim, please contact our claims department at [Phone Number] or [Email Address]. For any questions regarding your coverage or to make changes to your policy, please reach out to your dedicated agent, [Agent Name], at [Agent Phone].

We value your business and look forward to protecting your company's future.

Sincerely,

[Your Name]

[Your Title]

[Insurance Agency/Company Name]