[Date]

[Policyholder Name]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]

Subject: Welcome to Your [Insurance Company Name] Term Life Insurance Policy

Dear [Policyholder Name],

Thank you for choosing [Insurance Company Name] for your life insurance needs. We are pleased to confirm that your Term Life Insurance policy is now active. Your policy documents are enclosed with this letter.

Policy Overview:

- **Policy Number:** [Policy Number]
- **Coverage Amount:** $[Amount]
- **Policy Term:** [Number] Years
- **Premium Amount:** $[Amount] / [Monthly/Annual]
- **Policy Expiration Date:** [Date]

Next Steps:

1. **Review Your Documents:** Please check the enclosed policy schedule and beneficiary information for accuracy.
2. **Store Safely:** Keep these documents in a secure place and inform your beneficiaries of their location.
3. **Online Access:** You can manage your policy and update contact details at [Website URL].

If you have any questions regarding your coverage or need to make changes, please contact our customer service team at [Phone Number] or via email at [Email Address].

We appreciate the trust you have placed in us to help protect your family's financial future.

Sincerely,

[Sender Name/Department]
[Insurance Company Name]