Date: [Date]

Policyholder Name: [Policyholder Name]
Address: [Address]
City, State, Zip: [City, State, Zip]

Subject: Welcome to [Insurance Company Name] - Your Digital Policy is Ready

Dear [Policyholder Name],

Thank you for choosing [Insurance Company Name] for your life insurance needs. We are pleased to inform you that your application has been approved, and your coverage is now active.

Your Policy Details:

- Policy Number: [Policy Number]
- Product Type: [Product Name/Type]
- Coverage Amount: [Amount]
- Effective Date: [Date]

Accessing Your Digital Policy:

In our commitment to sustainability and convenience, your policy documents have been delivered electronically. You can access, download, and print your documents at any time by following these steps:

1. Visit our customer portal at: [Website URL]
2. Log in using your credentials.
3. Navigate to the "My Documents" section.

Next Steps:

Please review your policy documents carefully to ensure all information is correct. We recommend that you share your policy information with your designated beneficiaries so they are aware of the coverage in place.

If you have any questions or need assistance accessing your digital files, please contact our customer service team at [Phone Number] or email us at [Email Address].

Thank you for trusting us to help protect your family's future.

Sincerely,

[Sender Name]
[Sender Title]
[Insurance Company Name]