[Date]

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

Subject: Welcome - Your Life Insurance Policy #[Policy Number] is Now Active

Dear [Policyholder Name],

Welcome to [Insurance Company Name]. We are pleased to inform you that your life insurance policy is now active as of [Effective Date].

Thank you for choosing us to help secure your family's financial future. Attached to this letter, you will find your official policy documents. We recommend reviewing these materials carefully and keeping them in a safe place.

**Policy Details:**

- **Policy Type:** [Policy Type, e.g., Term/Whole Life]
- **Coverage Amount:** $[Amount]
- **Premium Amount:** $[Amount]
- **Payment Frequency:** [Monthly/Annually]
- **Beneficiary:** [Beneficiary Name(s)]

You can manage your policy, update beneficiaries, or make payments by visiting our online portal at [Website URL] and registering your account using your policy number.

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

Sincerely,

[Sender Name/Department]
[Insurance Company Name]