[Date]

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

Subject: Welcome to Your New Permanent Life Insurance Policy

Dear [Policyholder Name],

Congratulations on successfully converting your term life insurance coverage to a permanent life insurance policy. We are pleased to confirm that your new policy is now active.

Policy Details:

- **Policy Number:** [Policy Number]
- **New Plan Type:** [Plan Type, e.g., Whole Life / Universal Life]
- **Face Amount:** [Coverage Amount]
- **Effective Date:** [Date]
- **Premium Amount:** [Amount]
- **Payment Frequency:** [Monthly/Quarterly/Annual]

By converting your policy, you have secured lifelong protection that builds cash value over time. Your coverage is no longer subject to an expiration date, provided that premiums are paid as scheduled.

Enclosed with this letter, you will find your official policy document. Please review it carefully and store it in a safe place. If you would like to update your beneficiaries or change your payment method, you may do so by logging into our member portal at [Website URL] or by contacting your agent.

Thank you for choosing [Company Name] to protect your future. If you have any questions regarding your new coverage, please call our customer service team at [Phone Number].

Sincerely,

[Sender Name/Department]
[Company Name]