

Date: [Date]

Policyholder Name: [Client Name]

Policy Number: [Policy Number]

Subject: Welcome to [Company Name] - Your Digital Policy Documents

Dear [Client Name],

Thank you for choosing [Company Name] for your insurance needs. We are pleased to welcome you as a valued policyholder.

In accordance with your preference for electronic delivery, your official policy documents are now available. You can access, download, and print your documents through the link below:

[Access Your Digital Policy Here](#)

**What is included in your digital package:**

- Policy Schedule and Coverage Summary
- Terms and Conditions
- Certificate of Insurance
- Premium Invoice and Receipt

Please review these documents carefully to ensure all information is correct. We recommend saving a digital copy for your personal records.

**Next Steps:**

If you have not already done so, please register your account on our mobile app or client portal to manage your policy, update contact information, or file a claim 24/7.

If you have any questions or if you prefer to receive a paper copy of these documents at no additional cost, please contact our customer service team at [Phone Number] or reply to this email at [Email Address].

Thank you for going paperless with us.

Sincerely,

[Sender Name/Department Name]

[Company Name]

[Website URL]