

[Date]

[Executive Name]

[Title]

[Company Name]

[Address Line 1]

[Address Line 2]

Re: Delivery of Executive Benefit Policy - [Policy Number]

Dear [Executive Name],

It is my pleasure to officially welcome you to the [Company Name] Executive Benefits Program. As a key leader within our organization, we are pleased to provide you with this specialized coverage designed to complement your total compensation package.

Enclosed you will find your formal policy documentation. This package includes:

- The Policy Contract and Certificate of Coverage
- A Summary of Executive Benefits
- Beneficiary Designation Confirmation
- Contact Information for your Dedicated Concierge Service

We encourage you to review these documents carefully to ensure you fully understand the scope of your coverage, including [specific benefit, e.g., supplemental disability, life insurance, or deferred compensation] features. Please store these documents in a secure location for your future reference.

If you have any questions regarding your policy details or would like to update your beneficiary information at any time, please contact our Executive Benefits Coordinator at [Phone Number] or [Email Address].

Thank you for your continued leadership and commitment to [Company Name].

Sincerely,

[Signature]

[Name of Sender]

[Title]

[Department Name]