

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Subject: Welcome to Your Family Protection Life Insurance Policy

Dear [Client Name],

Thank you for choosing [Insurance Company Name] for your family's protection. We are pleased to welcome you as a policyholder and are committed to providing you with peace of mind and financial security.

Please find your enclosed life insurance policy documents. We recommend that you review these documents carefully to ensure all details are correct and that you understand your coverage benefits.

Policy Details:

- **Policy Number:** [Policy Number]
- **Policy Type:** [Term/Whole Life/Universal]
- **Coverage Amount:** \$[Amount]
- **Effective Date:** [Date]
- **Beneficiary:** [Beneficiary Name]

Please keep this policy in a safe place and inform your beneficiaries of its location. If you need to make any changes to your personal information or beneficiary designations, please contact us at your earliest convenience.

If you have any questions regarding your coverage or if we can assist you in any other way, please contact your agent, [Agent Name], at [Agent Phone Number] or email us at [Customer Service Email].

Thank you for trusting us to protect what matters most.

Sincerely,

[Signature]

[Sender Name]

[Title]

[Insurance Company Name]