

[Date]

[Client Name]

[Company Name]

[Street Address]

[City, State, Zip Code]

Subject: Important: Electronic Delivery of Your Commercial Insurance Policy - [Policy Number]

Dear [Client Contact Name],

Thank you for choosing [Insurance Agency/Company Name] for your commercial insurance needs. We are pleased to inform you that your insurance policy documents for [Policy Period] are now available for your review.

In our effort to provide secure and efficient service, your policy has been delivered electronically via our Secure Client Portal. This ensures that your sensitive business information remains protected while providing you with 24/7 access to your coverage details.

How to Access Your Documents:

- **Portal Link:** [Insert URL]
- **Username:** [Your Email Address or Assigned Username]
- **Temporary Password:** [Provide Password or Instructions to Reset]

Action Required:

1. Log in to the secure portal using the credentials above.
2. Review your policy documents for accuracy regarding limits, deductibles, and covered entities.
3. Download and save a copy for your digital records.
4. Acknowledge receipt of the policy by clicking the [Accept/Acknowledge] button within the portal.

By accessing your policy through the secure portal, you also gain the ability to request certificates of insurance, report claims, and view billing statements at your convenience.

If you have any questions regarding your coverage or encounter any issues accessing the portal, please contact your account manager, [Account Manager Name], at [Phone Number] or [Email Address].

We appreciate your business and look forward to serving you.

Sincerely,

[Sender Name]

[Title]

[Insurance Agency/Company Name]