

Date: [Date]

Policyholder Name: [Policyholder Name]

Policy Number: [Policy Number]

Subject: Important: Your Life Insurance Policy is Ready for Review

Dear [Policyholder Name],

Congratulations on your new life insurance coverage with [Company Name]. We are pleased to inform you that your policy has been issued and is now available for electronic delivery.

How to Access Your Policy

To view, download, and print your policy documents, please log in to our secure customer portal using the link below:

[\[Link: Access Your Customer Portal\]](#)

Steps to Get Started:

- Click the link above to visit the portal.
- Log in using your registered email address: [Email Address].
- If this is your first time, follow the "Register" or "Create Account" prompts.
- Once logged in, navigate to the "My Documents" section to find your electronic policy package.

Next Steps:

Please review your policy documents carefully to ensure all information is correct. According to your "Free Look" period, you have [Number] days from today to review the terms and conditions of your coverage.

Benefits of the Portal:

- 24/7 access to policy details and coverage summaries.
- Update your contact information or beneficiaries online.
- View premium payment history and download tax forms.

If you have any questions or require a paper copy of your policy, please contact our Customer Service team at [Phone Number] or reply to this email.

Thank you for choosing [Company Name] for your insurance needs.

Sincerely,

[Sender Name/Department]

[Company Name]

[Company Website]