

Subject: Important Information Regarding Your Policy: Go Paperless Today

Dear [Policyholder Name],

Thank you for choosing [Company Name]. We are committed to providing you with convenient and secure access to your insurance documents.

Go Paperless with Electronic Policy Delivery

Experience the benefits of digital delivery. By enrolling in paperless delivery, you will receive your policy documents, billing statements, and renewals via email instead of traditional mail. This ensures faster delivery and reduces paper waste.

Access Your Customer Portal

You can now manage your policy 24/7 through our secure online portal. Your account allows you to:

- View and download policy documents
- Make payments and view billing history
- Update your contact information
- File and track claims

How to Enroll:

1. Visit our website at: [Website URL]
2. Click on "Register" or "Login"
3. Follow the prompts to set up your account using your Policy Number: [Policy Number]
4. Navigate to "Preferences" and select "Paperless/Electronic Delivery"

If you have any questions or need assistance with the registration process, please contact our customer service team at [Phone Number] or reply to this email at [Email Address].

Thank you for your business.

Sincerely,

[Company Name]
[Department Name]
[Contact Information]