

Subject: Important: Your Annual Coverage Update and Electronic Policy Access

Dear [Policyholder Name],

Thank you for choosing [Company Name] for your insurance needs. We are writing to provide you with your annual coverage update for Policy Number: [Policy Number].

Electronic Policy Delivery

In our effort to provide faster service and reduce environmental impact, your policy documents are now available electronically. You can view, download, or print your updated policy schedule and coverage details through our secure customer portal.

How to Access Your Portal

To access your documents, please follow these steps:

- Visit our website at: [Portal URL]
- Log in using your username: [Username/Email]
- Navigate to the "My Documents" or "Policy Details" section.

If you have not yet registered your account, please click on the "Sign Up" button on the login page and use your policy number to get started.

Review Your Coverage

We recommend reviewing your updated policy to ensure the limits and deductibles still meet your requirements. If you have had any major life changes or need to update your contact information, please let us know as soon as possible.

If you prefer to receive a paper copy of your documents by mail, or if you have any questions regarding your coverage, please contact our support team at [Phone Number] or [Email Address].

Sincerely,

[Sender Name]

[Title]

[Company Name]