[Date]

[Client Name]
[Client Address]
[City, State, Zip Code]

Re: Delivery of Luxury Asset Insurance Portfolio - Policy Number: [Policy Number]

Dear [Client Name],

It is a pleasure to provide you with the enclosed insurance documentation for your luxury asset portfolio. We understand the significant value of your acquisitions and have tailored this coverage to meet the exacting standards of your lifestyle.

Enclosed Documents:

- Schedule of Covered Assets (Real Estate, Collections, and Vehicles)
- Policy Declarations and Endorsements
- Premium Invoice and Payment Instructions
- Claims Reporting Directory

Portfolio Highlights:

Your policy includes specialized protections such as [Worldwide Coverage / Agreed Value / Loss of Use benefits]. We recommend reviewing the Schedule of Values to ensure all high-value items, including fine art and jewelry, are accurately appraised and listed.

Next Steps:

Please review these documents carefully. If any adjustments are required or if you acquire additional assets, please contact our private client team immediately to ensure seamless protection.

Thank you for entrusting [Agency/Company Name] with your personal risk management. We look forward to providing you with continued concierge-level service.

Sincerely,

[Agent Signature]
[Agent Name]
[Title]
[Phone Number]
[Email Address]