[Date]

[Policyholder Name]
[Address Line 1]
[Address Line 2]

Subject: Delivery of Executive Insurance Portfolio - Policy Number: [Policy Number]

Dear [Policyholder Name],

Thank you for choosing [Insurance Company Name] for your comprehensive coverage needs. We are pleased to formally deliver your Executive Insurance Portfolio documents.

Your portfolio includes the following documents:

- Policy Schedule and Summary of Benefits
- Detailed Terms and Conditions
- Premium Payment Receipt
- Emergency Contact and Claims Procedure Guide

Please review these documents carefully to ensure all details are correct. We recommend storing this portfolio in a secure location for future reference.

As an executive client, you have access to a dedicated support team. Should you have any questions regarding your coverage or wish to make adjustments to your portfolio, please contact your Relationship Manager, [Manager Name], directly at [Phone Number] or via email at [Email Address].

We value your trust and look forward to providing you with exceptional service.

Sincerely,

[Signature]
[Name of Sender]
[Title/Department]
[Insurance Company Name]