[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

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

Re: Welcome to [Your Company Name] - Policy Delivery for [Policy Type]

Dear [Client Name],

Thank you for choosing [Your Company Name] for your personal insurance needs. We are pleased to welcome you as a client and appreciate the trust you have placed in us to protect your assets.

Please find enclosed your bespoke insurance documentation for your **[Policy Type]** policy, number **[Policy Number]**, effective from **[Start Date]**.

We recommend that you review these documents carefully to ensure all details are correct. Specifically, please verify:

- The spelling of names and addresses.
- The specific limits of coverage and deductibles.
- The list of scheduled items or endorsements.

As a bespoke client, your policy has been tailored to reflect your unique requirements. Should your circumstances change-such as acquiring new valuables, renovating your property, or changing your primary residence-please notify us immediately so we can adjust your coverage accordingly.

Your dedicated account manager is **[Account Manager Name]**, who can be reached directly at **[Phone Number]** or via email at **[Email]**.

Thank you once again for your business. We look forward to providing you with exceptional service for years to come.

Sincerely,

[Signature]

[Name of Sender]
[Title/Position]

Enclosures:
- Policy Schedule
- Certificate of Insurance
- Policy Wording Booklet
- Invoice/Premium Summary