[Date]

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

RE: Your Private Client Insurance Portfolio - Policy Number: [Policy Number]

Dear [Client Name],

It is a pleasure to provide you with the enclosed insurance documents for your premium personal lines policy. We appreciate the trust you have placed in [Agency Name] to protect your significant assets and lifestyle.

This comprehensive policy has been tailored specifically to meet your unique requirements. We recommend that you review the "Declarations Page" for a summary of your coverage limits, deductibles, and scheduled items.

Enclosed Documents:

- Policy Declarations Page
- Schedule of High-Value Items (Jewelry, Fine Art, Collections)
- Insurance ID Cards (if applicable)
- Premium Invoice and Payment Instructions
- Claims Reporting Directory

As a premium policyholder, you have access to a dedicated service team. Should you acquire new assets, renovate your property, or require any adjustments to your coverage, please contact us directly at [Phone Number] or [Email Address].

Thank you for choosing [Agency Name]. We look forward to providing you with exceptional service and peace of mind.

Sincerely,

[Agent Name]
[Title]
[Agency Name]