

[Date]

[Policyholder Name]

[Address Line 1]

[Address Line 2]

Subject: Electronic Delivery of Term Life Insurance Policy - [Policy Number]

Dear [Policyholder Name],

Congratulations on your new life insurance coverage. We are pleased to inform you that your Term Life Insurance policy is now active. This letter serves as your formal electronic policy delivery and a confirmation of your designated beneficiaries.

1. Policy Access

Your full policy document is available for download through our secure client portal. Please log in to your account at [Link to Portal] to review your coverage details, terms, and conditions.

2. Policy Summary

- **Policy Number:** [Policy Number]
- **Coverage Amount:** \$[Amount]
- **Policy Term:** [Number] Years
- **Effective Date:** [Date]
- **Premium Amount:** \$[Amount] / [Frequency]

3. Beneficiary Confirmation

The following individuals have been recorded as your beneficiaries. Please verify that this information is correct:

- **Primary Beneficiary:** [Name] - [Relationship] - [Percentage]%
- **Contingent Beneficiary:** [Name] - [Relationship] - [Percentage]%

4. Next Steps

Please review your policy within the next [Number] days. If you find any errors or wish to make changes to your beneficiary designations, you may do so through the portal or by contacting your agent directly.

Thank you for choosing [Company Name] for your life insurance needs. We are committed to providing you and your loved ones with peace of mind.

Sincerely,

[Agent/Department Name]

[Company Name]

[Phone Number]
[Email Address]