[Date]

[Executive Name]
[Title]
[Company Name]
[Address]
[City, State, Zip Code]

Re: Delivery of Executive Whole Life Insurance Policy - Policy Number: [Policy Number]

Dear [Executive Name],

It is my pleasure to deliver your Executive Whole Life Insurance policy documents. This policy is an important component of your executive benefits package, providing permanent protection and tax-advantaged cash value accumulation.

Enclosed you will find:

- The original insurance policy contract.
- A summary of your coverage and premium schedule.
- Designated beneficiary information.
- A delivery receipt that requires your signature.

Please review the policy carefully to ensure all details are correct. Specifically, verify the spelling of names, the face amount of the coverage, and the listed beneficiaries.

As an executive policyholder, you have a "Free Look" period of [Number] days from the date of receipt. If you are not satisfied with the terms for any reason, you may return the policy within this timeframe for a full refund of any premiums paid.

Please sign the enclosed Delivery Receipt and return it in the provided envelope. This confirms that you have received the contract and that the coverage is now in force.

If you have any questions regarding your benefits, policy loans, or dividend options, please contact my office directly at [Phone Number] or [Email Address].

Sincerely,

[Name of Sender]
[Title]
[Insurance Company/Agency Name]