[Date]

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

Subject: Delivery of Your Whole Life Insurance Policy - Policy Number: [Policy Number]

Dear [Client Name],

Thank you for choosing [Company Name] for your life insurance needs. It is my pleasure to formally deliver your Whole Life Insurance policy documents.

Your policy provides permanent protection and includes a cash value component that will grow over time. Enclosed in this package, you will find:

- Your original Policy Document
- A summary of benefits and premium schedules
- The Dividend Election form (if applicable)
- Receipt for your initial premium payment

Please review these documents carefully to ensure all personal information and beneficiary designations are correct. I recommend keeping these papers in a secure location, such as a fireproof safe or a safety deposit box, and informing your beneficiaries of their location.

As part of our onboarding process, I will contact you in a few days to answer any questions you may have regarding the "Free Look" period or the specific features of your coverage.

Welcome to our family of policyholders. We look forward to serving you for years to come.

Sincerely,

[Agent Name]
[Title]
[Phone Number]
[Email Address]