

[Date]

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

Subject: Delivery of Your Health Insurance Policy - [Policy Number]

Dear [Customer Name],

Thank you for choosing [Insurance Company Name] for your healthcare coverage. We are pleased to welcome you as a valued policyholder.

Please find enclosed your official Health Insurance Policy document and your Benefits Guide. We recommend that you review these documents carefully to understand your coverage, limitations, and responsibilities.

Key Highlights of Your Benefits Guide:

- **Member ID Card:** Included in this package. Please carry this with you at all times.
- **Provider Network:** Information on how to find in-network doctors and hospitals to minimize your out-of-pocket costs.
- **Claims Process:** Step-by-step instructions on how to file a claim and track its status.
- **Preventive Care:** A list of wellness services covered at no additional cost to you.
- **Customer Support:** Contact details for our 24/7 helpline and online member portal.

Next Steps:

1. Verify that all personal information on your ID card is correct.
2. Register your account on our website at [Website URL] to manage your policy digitally.
3. Store your policy document in a safe and accessible place.

If you have any questions regarding your benefits or notice any errors in your documents, please contact our Customer Service Department at [Phone Number] or email us at [Email Address].

Thank you for trusting us with your health insurance needs.

Sincerely,

[Sender Name/Signature]
[Title]
[Insurance Company Name]