

[Date]

[Client Name]

[Title]

[Company Name]

[Address Line 1]

[City, State, Zip Code]

Dear [Client Name],

Welcome to [Insurance Company Name]. It is a privilege to provide you with your Executive Health Insurance coverage.

Enclosed, please find your comprehensive policy documentation, which includes your Policy Schedule, Benefit Guide, and Membership Identification Card. We recommend reviewing these documents to familiarize yourself with your premium benefits, including global medical concierge services and private room coverage.

**Policy Details:**

- **Policy Number:** [Policy Number]
- **Effective Date:** [Date]
- **Executive Account Manager:** [Name]
- **Direct Support Line:** [Phone Number]

As an executive member, you have 24/7 access to our dedicated VIP priority helpline and a digital portal to manage your health records and claims seamlessly. You can access the portal at [Website URL].

If you have any questions or require a personal orientation regarding your benefits, your dedicated Account Manager is available for a private consultation at your convenience.

Thank you for choosing [Insurance Company Name] for your healthcare management.

Sincerely,

[Signature]

[Name of Executive Signatory]

[Title]

[Insurance Company Name]