

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Professional Liability Insurance Policy Delivery

Dear [Client Name],

Thank you for choosing [Agency Name] for your professional liability insurance needs. We are pleased to formally welcome you as a new client.

Attached you will find your Professional Liability Policy: **[Policy Number]**, issued by **[Insurance Carrier Name]**. This policy is effective from **[Start Date]** to **[End Date]**.

Please review the enclosed documents carefully, paying close attention to the following sections:

- **Declarations Page:** Outlining your limits of liability and deductibles.
- **Policy Endorsements:** Detailing any specific additions or exclusions.
- **Claims Reporting Procedures:** Instructions on how to report a potential claim or circumstance.

It is important to remember that Professional Liability policies are typically written on a "Claims-Made" basis. This means that a claim must be made against you and reported to the carrier during the active policy period for coverage to apply.

We recommend storing these documents in a secure location. If you have any questions regarding your coverage or if there are any changes to your business operations, please contact me directly at [Phone Number] or [Email Address].

We appreciate your business and look forward to working with you.

Sincerely,

[Agent Name]

[Title]

[Agency Name]