

[Date]

[Beneficiary Name]

[Address Line 1]

[City, State, Zip Code]

Subject: Official Welcome - Policy Number: [Policy Number]

Dear [Beneficiary Name],

Welcome to [Company Name]. We are pleased to confirm that you have been officially enrolled as a beneficiary under the [Policy Name] policy, effective [Effective Date].

As a beneficiary, you are entitled to the protections and services outlined in your policy documentation. Attached to this letter, you will find:

- A summary of benefits
- Your digital identification card
- Contact information for our support team
- Instructions on how to file a claim

We encourage you to review these documents carefully to ensure you understand your coverage. You can also manage your account and view your full policy details by visiting our member portal at [Website URL].

If you have any questions or require assistance, please contact our Customer Service department at [Phone Number] or email us at [Email Address] between [Hours of Operation].

Thank you for choosing [Company Name]. We look forward to serving you.

Sincerely,

[Sender Name]

[Title]

[Company Name]