

[Date]

[Policyholder Name]

[Company Name]

[Address]

[City, State, Zip]

Subject: Welcome to [Agency Name] - Your Commercial General Liability Policy

Dear [Policyholder Name],

On behalf of [Agency Name], I would like to personally welcome you as a new client. We are pleased that you have chosen us to manage your Commercial General Liability insurance needs.

Your policy, number [Policy Number], is designed to protect your business against claims of bodily injury, property damage, and other liabilities arising from your operations. We understand the hard work you have put into building your business, and our goal is to provide the security you need to continue growing with confidence.

Enclosed/attached you will find your policy documents and insurance identification cards. Please review these materials carefully to ensure all information is accurate.

Our team is committed to providing you with exceptional service. If you have any questions regarding your coverage, need to report a claim, or require a Certificate of Insurance for a contract, please contact your dedicated agent, [Agent Name], at [Agent Phone Number] or [Agent Email Address].

Thank you for trusting [Agency Name] with your business protection. We look forward to a long and successful partnership.

Sincerely,

[President's Signature]

[President's Name]

President

[Agency Name]