

[Date]

[Insured Name]  
[Business Name]  
[Address Line 1]  
[City, State, Zip Code]

**RE: Commercial General Liability Policy - [Policy Number]**

Dear [Insured Name],

Welcome to [Insurance Agency/Company Name]. We are pleased to provide your business with Commercial General Liability insurance coverage.

Please find your enclosed insurance policy documents. We recommend that you review these documents carefully to familiarize yourself with your coverage limits, effective dates, and any specific endorsements or exclusions. This policy is designed to protect your business against claims for bodily injury and property damage arising from your operations.

**Enclosed Documents:**

- Policy Declarations Page
- Certificate of Liability Insurance
- Full Policy Forms and Conditions
- Premium Invoice (if applicable)

If you need to request a Certificate of Insurance for a third party, or if you need to report a claim, please contact our office at [Phone Number] or email us at [Email Address].

Thank you for choosing [Insurance Agency/Company Name] for your commercial insurance needs. We look forward to a successful partnership.

Sincerely,

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