

[Company Logo]

[Date]

[Client Name]

[Client Title]

[Business Name]

[Business Address]

Dear [Client Name],

Welcome to [Insurance Agency/Company Name]. Thank you for choosing us to provide your Comprehensive Business Protection plan. We are committed to safeguarding your company's assets, employees, and future.

Your comprehensive coverage is now active. This package has been tailored to address your specific industry risks, including:

- General Liability and Property Protection
- Professional Indemnity / Errors and Omissions
- Cyber Security Risk Management
- Business Interruption Coverage
- Workers' Compensation and Employee Benefits

Enclosed with this letter, you will find your policy documentation, summary of benefits, and emergency contact cards. We recommend reviewing these documents and keeping them in a secure location.

Next Steps:

- **Policy Review:** Please verify that all business details and coverage limits are correct.
- **Online Portal:** You can access your account, download certificates of insurance, and manage claims at [Website URL].
- **Support:** Your dedicated account manager is [Agent Name], reachable at [Phone Number] or [Email Address].

Our team will contact you shortly to schedule a brief onboarding call to ensure you are familiar with our claims process and risk mitigation resources.

We look forward to a long and successful partnership.

Sincerely,

[Signature]

[Name of Sender]

[Title]

[Company Name]