

[Date]

[Business Owner Name]

[Business Name]

[Business Address]

[City, State, Zip Code]

Re: Commercial General Liability Policy - [Policy Number]

Dear [Business Owner Name],

Welcome to [Insurance Agency/Company Name]. Thank you for choosing us to protect your business. We are pleased to confirm that your Commercial General Liability coverage is now active.

Your policy provides essential protection against claims for bodily injury, property damage, and personal injury arising from your business operations. This coverage is a vital step in securing your company's future.

Enclosed you will find the following documents:

- Certificate of Liability Insurance
- Policy Declaration Page
- Coverage Summary and Endorsements
- Instructions for filing a claim

Please review these documents carefully to ensure all business information and coverage limits are correct. If you need to issue a Certificate of Insurance (COI) to a landlord or client, or if you need to update your business details, please contact us at [Phone Number] or [Email Address].

We look forward to a long-standing partnership and helping your business grow safely.

Sincerely,

[Name of Agent/Representative]

[Title]

[Insurance Agency/Company Name]

[Website]