

[Date]

[Client Name]  
[Client Address]  
[City, State, Zip]

**Re: Welcome to [Agency Name] - Commercial General Liability Policy**

Dear [Client Name],

Welcome to [Agency Name]. We are pleased to confirm that your Commercial General Liability (CGL) coverage is now active. We appreciate the opportunity to protect your business.

Attached to this letter, you will find your policy documents and insurance certificates. Please review these documents carefully to ensure all business information is accurate.

**Policy Details:**

- **Carrier:** [Insurance Company Name]
- **Policy Number:** [Policy Number]
- **Effective Dates:** [Start Date] to [End Date]

**Key Benefits of Your Coverage:**

Your policy provides protection against common business risks, including bodily injury, property damage, and personal/advertising injury claims arising from your operations.

**Next Steps:**

- Download and save a digital copy of your policy.
- Provide your Certificate of Insurance to any landlords or contractors who require proof of coverage.
- Contact us immediately if there are any changes to your business operations or location.

If you have any questions or need to report a claim, please contact your account manager, [Account Manager Name], at [Phone Number] or [Email Address].

Thank you for choosing [Agency Name]. We look forward to a long and successful partnership.

Sincerely,

[Signature]  
[Name of Agent]  
[Agency Name]