

[Date]

[Contact Name]  
[Business Name]  
[Street Address]  
[City, State, Zip Code]

Subject: Welcome back to [Insurance Agency Name]

Dear [Contact Name],

We are delighted to welcome [Business Name] back to [Insurance Agency Name]. It is a pleasure to have the opportunity to serve your business insurance needs once again.

Your new policy, [Policy Number], is now active effective [Start Date]. Attached to this letter, you will find your policy documents, coverage summaries, and ID cards. We recommend reviewing these materials to ensure all details align with your current business operations.

As a returning client, you will have access to:

- Dedicated account management support.
- Our streamlined claims reporting process.
- Annual coverage reviews to keep pace with your growth.

If your business has undergone significant changes since we last worked together, or if you have any questions regarding your new coverage, please contact your agent, [Agent Name], at [Phone Number] or [Email Address].

Thank you for placing your trust in us again. We look forward to a long and successful partnership.

Sincerely,

[Your Name]  
[Your Title]  
[Insurance Agency Name]