

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Subject: Welcome to [Agency Name] - Coverage for [Kitten's Name]

Dear [Client Name],

Welcome to the [Agency Name] family! We are delighted that you have chosen us to provide protection and peace of mind for your new kitten, [Kitten's Name].

We understand that a new kitten brings joy and responsibility. Our goal is to ensure that you can focus on bonding with your new companion while we handle the details of their coverage. Attached to this letter, you will find your policy documents, including your coverage summary, effective dates, and contact information for claims.

Your Policy Highlights:

- Policy Number: [Policy Number]
- Coverage Type: [Plan Name]
- Effective Date: [Date]

If you have any questions regarding your benefits or need assistance setting up your online portal, please reach out to our support team at [Phone Number] or [Email Address].

Thank you for trusting us with [Kitten's Name]'s health and safety. We look forward to supporting you and your pet for many years to come.

Best regards,

[Your Name/Signature]

[Title]

[Agency Name]