

[Agency Name]
[Agency Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

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

Subject: Welcome to [Agency Name] - Policy Number: [Policy Number]

Dear [Client Name],

Welcome to [Agency Name]. We are pleased that you have chosen us to provide insurance coverage for your charter boat operations. Our goal is to ensure your vessel, crew, and business are protected so you can focus on providing the best experience for your guests.

Enclosed you will find your insurance policy documents, including your Certificate of Insurance, Schedule of Vessels, and coverage summaries. Please review these documents carefully to ensure all details regarding your vessel and operating limits are correct.

Your Policy Highlights:

- **Vessel Name:** [Vessel Name]
- **Coverage Type:** [Commercial Hull / Protection & Indemnity]
- **Policy Period:** [Start Date] to [End Date]
- **Deductible:** [Amount]

Next Steps:

- Keep a digital or physical copy of your Certificate of Insurance on board at all times.
- Ensure all crew certifications and licenses are kept up to date as per policy requirements.
- If you have a claim to report, please contact our claims department immediately at [Claims Phone Number].

If you have any questions regarding your coverage or need to make adjustments to your policy, please do not hesitate to contact your agent at [Agent Phone Number] or via email at [Agent Email].

Thank you for trusting us with your maritime business. We wish you a safe and successful season on the water.

Sincerely,

[Agent Name]
[Title]
[Agency Name]