

[Date]

[Client Name]

[Company Name]

[Address Line 1]

[City, State, Zip Code]

Subject: Welcome to [Insurance Company Name] - Fleet and Marine Vessel Policy

Dear [Contact Person Name],

Welcome to [Insurance Company Name]. We are pleased that you have chosen us to protect your fleet and marine assets. This letter confirms that your coverage is now active under Policy Number: **[Policy Number]**.

At [Insurance Company Name], we understand the unique risks associated with maritime operations. Our goal is to provide you with comprehensive protection and professional service to keep your vessels moving safely.

Your Policy Package Includes:

- Certificate of Insurance for all registered vessels.
- Detailed Schedule of Vessels and Hull & Machinery coverage.
- Protection and Indemnity (P&I) documentation.
- Claims filing procedures and emergency contact information.

Immediate Actions:

Please review the attached documents to ensure that all vessel details, values, and navigational limits are accurate. If any adjustments are required, contact your dedicated account manager, [Account Manager Name], at [Phone Number] or [Email Address].

Claims Reporting:

In the event of an incident or maritime casualty, please contact our 24/7 Emergency Claims Hotline at [Emergency Phone Number] immediately. Prompt reporting is essential for effective salvage and surveyor deployment.

Thank you for trusting us with your fleet. We look forward to a long and successful partnership.

Sincerely,

[Signature]

[Name of Sender]

[Title]

[Insurance Company Name]