

[Date]

[Partner Name]

[Partner Agency Name]

[Address]

[City, State, Zip]

Dear [Partner Name],

Welcome to our agency partnership program. We are pleased to officially begin our collaboration to provide comprehensive group health benefits to your clients.

Our goal is to support your agency by offering competitive insurance solutions, streamlined administration, and dedicated support. As a partner, you now have access to our full suite of group health products, including medical, dental, vision, and life insurance plans.

To help you get started, please find the following resources attached:

- Partner Portal login credentials
- Current product brochures and rate sheets
- Contact information for your dedicated Account Manager
- Submission guidelines for new group quotes

We have scheduled an introductory onboarding call for [Date] at [Time] to walk you through our processes and answer any questions you may have.

We look forward to a successful and long-term partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Agency Name]

[Phone Number]

[Email Address]