

[Company Header/Logo]

[Date]

[Contact Name]

[Title]

[Client Company Name]

[Address]

[City, State, Zip Code]

Subject: Welcome to [Insurance Provider Name] - Group Health Coverage

Dear [Contact Name],

On behalf of [Insurance Provider Name], I would like to formally welcome [Client Company Name] as a new corporate partner. We are pleased to provide group health coverage for your employees and are committed to delivering high-quality healthcare solutions for your organization.

Your policy details are as follows:

- **Policy Number:** [Policy Number]
- **Effective Date:** [Start Date]
- **Plan Type:** [Plan Name/Level]

To ensure a smooth transition, we have enclosed a Welcome Kit which includes:

- Employee benefit summaries and digital ID cards.
- A guide to our network of hospitals and clinics.
- Instructions for using the Employer Administration Portal.
- Wellness program details and contact information for member support.

Your dedicated Account Manager is [Account Manager Name], who can be reached directly at [Phone Number] or [Email Address] for any administrative inquiries or plan adjustments.

Thank you for choosing [Insurance Provider Name]. We look forward to a long and healthy partnership.

Sincerely,

[Your Name]

[Your Title]

[Insurance Provider Name]