

[Company Header/Logo]

[Date]

[Client Name]

[Client Title]

[Company Name]

[Address]

[City, State, Zip]

Dear [Client Name],

On behalf of [Insurance Company Name], I would like to personally welcome [Group Name] as our newest valued partner. We are honored that you have chosen us to manage your organization's health benefits and support the well-being of your employees.

Our commitment is to provide you with seamless administration, a robust network of providers, and exceptional service. We understand that health coverage is a vital investment in your workforce, and we are dedicated to ensuring that your transition to our platform is smooth and efficient.

Your dedicated Account Management team is already working to finalize your implementation. They will serve as your primary point of contact for day-to-day operations. However, should you ever need executive-level assistance, my door is always open.

In the coming days, you will receive a comprehensive onboarding kit containing:

- Member identification cards and plan summaries
- Digital portal access instructions for HR and employees
- Contact information for your dedicated support team
- Wellness resources and clinical program details

Thank you for placing your trust in [Insurance Company Name]. We look forward to a long and successful partnership.

Sincerely,

[Executive Signature]

[Executive Name]

[Executive Title]

[Insurance Company Name]