

[Date]

[Client Name]

[Company Name]

[Address]

[City, State, Zip Code]

Dear [Contact Person Name],

Welcome to [Insurance Agency/Provider Name]. We are pleased to have [Company Name] as a new client and look forward to managing your group health insurance needs.

Our goal is to provide your employees with high-quality coverage and offer your administrative team seamless support. Enclosed in this packet, you will find:

- A summary of your group benefits and coverage levels.
- Member ID cards for all enrolled employees.
- Instructions for accessing our online employer portal.
- Contact information for your dedicated account manager.

To help your staff get started, we recommend holding a brief orientation session or distributing the digital welcome kits provided in your portal. This will ensure everyone understands how to access care and submit claims.

If you have any questions regarding your policy, billing, or enrollment updates, please contact us at [Phone Number] or email us at [Email Address].

Thank you for choosing [Insurance Agency/Provider Name]. We value your trust and are committed to your team's health and well-being.

Sincerely,

[Your Name]

[Your Title]

[Insurance Agency/Provider Name]