

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Dear [Client Name],

Welcome to [Agency Name]. Thank you for choosing us to handle your professional liability insurance needs. We are committed to protecting your career and your reputation with comprehensive coverage and dedicated service.

Enclosed/Attached you will find your policy documents, including your Certificate of Insurance and your policy summary. We recommend reviewing these documents carefully to ensure all details are accurate.

Your Policy Details:

- **Policy Number:** [Policy Number]
- **Effective Date:** [Start Date]
- **Renewal Date:** [End Date]

As your agency, we are here to assist you with:

- Policy adjustments and endorsements
- Certificate of Insurance requests
- Risk management resources
- Claims reporting guidance

If you have any questions regarding your coverage, please contact your dedicated agent, [Agent Name], at [Phone Number] or via email at [Email Address].

We look forward to a long and successful partnership.

Sincerely,

[Signature]

[Name]

[Title]

[Agency Name]