

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Welcome and Representation Confirmation

Dear [Client Name],

Thank you for choosing [Law Firm/Agency Name] to represent you regarding your professional liability and malpractice insurance needs. We are committed to protecting your professional reputation and providing you with the highest level of service.

The purpose of this letter is to formally welcome you and outline the next steps in our process. We have received your initial documentation and are currently reviewing the details of your case/policy.

Your Dedicated Team:

Your primary point of contact will be [Name of Representative/Attorney]. You can reach them directly at [Phone Number] or via email at [Email Address].

Next Steps:

- Review of the enclosed Engagement Agreement.
- Collection of any additional professional history or claim documentation.
- Initial strategy consultation scheduled for [Date/Time, if applicable].

Please sign and return the enclosed documents by [Date] so that we may proceed without delay. If you have any immediate questions, do not hesitate to contact our office.

We look forward to working with you.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]

[Law Firm/Agency Name]