

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Welcome to [Agency/Company Name] - Professional Liability Policy #[Policy Number]

Dear [Client Name],

Thank you for choosing [Agency/Company Name] for your Professional Liability insurance needs. We are pleased to confirm that your coverage is now active effective [Start Date].

As a professional, your reputation and expertise are your greatest assets. Our goal is to provide you with the protection and peace of mind necessary to focus on your business. Attached to this letter, you will find your policy documents, including the Declarations Page and your Proof of Insurance.

Next Steps:

- **Review Your Policy:** Please verify that all professional details, limits, and retroactive dates are correct.
- **Reporting a Claim:** In the event of a claim or a circumstance that may lead to a claim, please notify us immediately at [Phone Number] or [Email Address].
- **Online Access:** You can manage your account and download certificates of insurance at [Website URL].

We value your trust and look forward to a long-lasting professional relationship. If you have any questions regarding your coverage or need to make adjustments as your practice grows, please do not hesitate to contact me directly.

Sincerely,

[Signature]

[Agent Name]

[Title]

[Agency/Company Name]

[Phone Number]