

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Subject: Welcome to [Insurance Company Name] - Professional Liability Policy #[Policy Number]

Dear [Client Name],

Thank you for choosing [Insurance Company Name] for your professional liability insurance needs. We are pleased to confirm that your coverage is now active.

At [Insurance Company Name], we understand the importance of protecting your professional reputation and assets. Your policy has been designed to provide you with comprehensive protection against claims arising from your professional services.

Attached to this letter, you will find your insurance documentation, including:

- The Declarations Page (Summary of coverage limits and deductibles)
- The Policy Wording and Endorsements
- Your Certificate of Insurance
- Premium Invoice and Payment Schedule

Please review these documents carefully to ensure all information is correct. If you identify any errors or have questions regarding your coverage, please contact your agent at [Agent Phone Number] or [Agent Email Address].

**How to Report a Claim:**

In the event of a potential claim or a circumstance that may lead to a claim, please notify us immediately by calling our claims department at [Claims Hotline] or emailing [Claims Email Address].

We value your business and look forward to serving you throughout the coming year.

Sincerely,

[Sender Name]

[Title]

[Insurance Company Name]