

[Date]

[Client Name]  
[Client Address]  
[City, State, Zip Code]

Dear [Client Name],

Welcome to [Agency Name]. Thank you for choosing us to assist you with your Final Expense life insurance needs. We are honored that you have entrusted us to help provide peace of mind for you and your loved ones.

Our mission is to ensure that your final expenses are handled with dignity, removing the financial burden from your family during a difficult time. Your policy is now active, and you should receive your official policy documents by mail within [Number] business days.

**Your Policy Details:**

- **Carrier:** [Insurance Company Name]
- **Policy Number:** [Policy Number]
- **Coverage Amount:** \$[Amount]
- **Beneficiary:** [Beneficiary Name]

We recommend keeping this letter and your policy documents in a safe place and informing your beneficiary of where they are located.

If you have any questions regarding your coverage, or if you need to update your contact information or beneficiaries in the future, please do not hesitate to call me directly at [Phone Number].

Thank you again for your trust. We look forward to serving you for years to come.

Sincerely,

[Agent Name]  
[Agency Name]  
[Phone Number]  
[Email Address]  
[Website]