

[Date]

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

Dear [Client Name],

Welcome to [Agency Name]! We are pleased to confirm that your commercial insurance coverage is now active under policy number [Policy Number]. Thank you for choosing us to protect your business interests.

Enclosed you will find your policy documents and our contact information. We are committed to providing you with proactive service and ensuring your business remains properly covered as it grows. If you have any questions regarding your premiums, coverage limits, or risk management, please reach out to us directly.

As we strive to grow our community of successful business owners, we would appreciate it if you could refer us to your professional network. If you know of any business partners, vendors, or associates who could benefit from a comprehensive insurance review and personalized service, please feel free to share our contact details with them.

We look forward to a long and successful partnership.

Best regards,

[Your Name]  
[Your Title]  
[Agency Name]  
[Phone Number]  
[Email Address]