

[Date]

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

Dear [Client Name],

Welcome to [Insurance Agency Name]! We are pleased to have been selected as your insurance provider. Our goal is to protect your business with the best possible coverage and service.

Enclosed you will find your policy documents and contact information for your dedicated account representative. Please review these materials and let us know if you have any questions regarding your coverage limits or deductibles.

As a small business ourselves, we understand the importance of building a strong local network. We are proud to recommend the following trusted vendors who provide services that may benefit your operations:

- **[Vendor Name 1]** - [Service Type]: [Phone/Website]
- **[Vendor Name 2]** - [Service Type]: [Phone/Website]
- **[Vendor Name 3]** - [Service Type]: [Phone/Website]

Thank you for trusting us with your business insurance needs. We look forward to a long and successful partnership.

Sincerely,

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