

Dear [Client Name],

Thank you for choosing [Company Name] to handle your commercial insurance needs. We truly appreciate the trust you have placed in us to protect your business.

Our team is committed to providing you with the highest level of service and ensuring your operations are properly covered. Your policy documents are attached to this email for your records.

If you have any questions regarding your coverage, need to make a change to your policy, or require a certificate of insurance, please do not hesitate to contact us at [Phone Number] or [Email Address].

We look forward to a long and successful partnership.

Best regards,

[Your Name]
[Your Title]
[Company Name]