

[Date]

[Client Name]

[Business Name]

[Address]

[City, State, Zip Code]

Subject: Welcome to [Insurance Agency Name] - Business Life Insurance Policy [Policy Number]

Dear [Client Name],

Thank you for choosing [Insurance Agency Name] to protect your business and its future. We are pleased to confirm that your Business Life Insurance policy is now active.

At [Insurance Agency Name], we understand that your business is one of your most valuable assets. This policy is designed to provide financial security and continuity for your company, partners, and employees in the event of an unexpected loss.

Enclosed you will find your policy documents. Please review them carefully to ensure all details are correct. These documents include:

- Policy Schedule and Coverage Summary
- Terms and Conditions
- Beneficiary Designations
- Premium Payment Schedule

Should you have any questions regarding your coverage, or if you need to make updates to your policy as your business grows, please contact your dedicated advisor, [Advisor Name], at [Phone Number] or [Email Address].

We look forward to a long and successful partnership in supporting your business goals.

Sincerely,

[Your Name]

[Your Title]

[Insurance Agency Name]