

[Your Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Insurance Agent Name]
[Insurance Company Name]
[Company Address]
[City, State, Zip Code]

Subject: Acknowledgment and Gratitude for Policy Issuance - Policy #[Policy Number]

Dear [Agent Name],

I am writing to formally acknowledge the receipt of my life insurance policy documents, which arrived on [Date]. I am pleased to confirm that the policy is now officially in effect.

I would like to express my sincere gratitude for your professional guidance throughout the application process. Your clear explanations of the various coverage options helped me select a plan that provides the necessary financial security for my family and loved ones.

I appreciate the efficiency with which your team handled the underwriting and issuance of this policy. It is a relief to know that this protection is now in place.

Thank you once again for your excellent service. I look forward to a long-standing professional relationship with [Insurance Company Name].

Sincerely,

[Your Signature]

[Your Printed Name]