

[Date]

[Policyholder Name]

[Address Line 1]

[Address Line 2]

Subject: Welcome to [Insurance Company Name] - Policy #[Policy Number]

Dear [Policyholder Name],

Thank you for choosing [Insurance Company Name] for your life insurance needs. We are honored that you have trusted us to help protect your family's financial future.

Your policy documentation is attached to this letter. Please review these documents carefully to ensure all information is correct. We recommend keeping these papers in a safe place and informing your beneficiaries about the location of this policy.

Policy Highlights:

- Plan Type: [Plan Name]
- Coverage Amount: [Benefit Amount]
- Beneficiary: [Primary Beneficiary Name]

If you have any questions regarding your coverage or if you need to make updates to your contact information, please reach out to your agent, [Agent Name], at [Agent Phone Number] or contact our customer service team at [Customer Service Number].

Once again, thank you for your business and for the opportunity to serve you.

Sincerely,

[Your Name/Signature]

[Title]

[Insurance Company Name]