

[Date]

[Policyholder Name]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

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

Dear [Policyholder Name],

Thank you for choosing [Insurance Company Name] for your term life insurance needs. We are pleased to inform you that your application has been approved, and your coverage is now active.

Enclosed with this letter, you will find your policy documents. We encourage you to review these materials carefully to understand your coverage details, premium payment schedule, and the term duration of your policy.

**Policy Summary:**

- **Coverage Amount:** \$[Amount]
- **Policy Term:** [Number] Years
- **Premium Amount:** \$[Amount]
- **Payment Frequency:** [Monthly/Quarterly/Annually]
- **Beneficiary:** [Beneficiary Name]

Please keep these documents in a safe place and inform your beneficiaries about the existence of this policy.

If you have any questions regarding your policy or need to make any updates to your personal information, please contact our customer service team at [Phone Number] or visit our website at [Website URL].

Thank you for trusting us to help protect your family's future.

Sincerely,

[Sender Name]

[Title]

[Insurance Company Name]