

[Date]

[Client Name]
[Business Name]
[Street Address]
[City, State, Zip Code]

Dear [Client Name],

Thank you for choosing [Agency Name] for your commercial insurance needs. We are pleased to welcome you as a new client and appreciate the trust you have placed in us to protect [Business Name].

Enclosed you will find your policy documents for your Commercial Property and General Liability coverage. We recommend reviewing these documents to familiarize yourself with your coverage limits, deductibles, and policy terms. Specifically, your coverage includes:

- **Policy Number:** [Policy Number]
- **Carrier:** [Insurance Company Name]
- **Effective Date:** [Start Date]

Our goal is to provide you with excellent service and ensure your business remains secure. If you have any questions regarding your policy, need to issue a Certificate of Insurance, or wish to report a claim, please contact our office at [Phone Number] or via email at [Email Address].

We look forward to a long and successful partnership.

Sincerely,

[Agent Name]
[Title]
[Agency Name]