

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Agent or Broker Name]

[Insurance Agency Name]

[Agency Address]

[City, State, Zip Code]

Subject: Confirmation of Coverage for [Small Business Name] - Policy #[Policy Number]

Dear [Agent Name],

Thank you for your assistance in securing insurance coverage for [Small Business Name]. I am writing to formally acknowledge receipt of the policy documents and to confirm that our coverage is now active as of [Effective Date].

We appreciate the time you took to explain the different options and for helping us find a plan that meets our specific business needs. Having this protection in place provides us with great peace of mind as we continue our operations.

I have reviewed the policy details, including the [mention specific types of coverage, e.g., General Liability, Property, or Professional Liability] limits. Everything appears to be in order based on our previous discussions.

Should we have any questions or need to make adjustments to our coverage in the future, we will be sure to reach out. We look forward to a professional relationship with [Insurance Agency Name].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Job Title]