

[Date]

[Client Name]

[Business Name]

[Business Address]

[City, State, Zip Code]

Subject: Welcome and Thank You for Choosing [Insurance Agency Name]

Dear [Client Name],

Thank you for choosing [Insurance Agency Name] to protect your new small business. We are honored to partner with you as you embark on this exciting journey with [Business Name].

We have enclosed your policy documents for [Policy Type/Policy Number]. Please review these files to ensure all information is correct. Our goal is to provide you with peace of mind so you can focus on growing your business.

As your business evolves, your insurance needs may change. We are here to help you adjust your coverage at any time. If you have any questions regarding your policy or need to file a claim, please contact us at [Phone Number] or [Email Address].

Congratulations on your new venture, and thank you for your trust.

Sincerely,

[Your Name]

[Your Title]

[Insurance Agency Name]