

[Date]

[Client Name]

[Client Company Name]

[Client Address]

[City, State, Zip Code]

Dear [Client Contact Name],

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

We have processed your policy for [Type of Policy, e.g., General Liability/Property Insurance]. Enclosed/Attached you will find your policy documents and proof of insurance. Please review these documents carefully to ensure all details are correct.

As your insurance partner, we are committed to providing you with proactive service and support. If you have any questions regarding your coverage, need to request a Certificate of Insurance, or wish to report a claim, please contact us at [Phone Number] or [Email Address].

We look forward to a long and successful professional relationship.

Sincerely,

[Your Name]

[Your Job Title]

[Your Insurance Agency Name]