

[Date]

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

Dear [Client Name],

Thank you for choosing [Agency Name] for your business insurance needs. We are honored to partner with [Business Name] and look forward to protecting your company's future.

Our goal is to provide you with excellent service and the peace of mind you need to focus on growing your business. Your policy details are enclosed for your review.

If you have any questions regarding your coverage or need to make adjustments as your business grows, please contact us at [Phone Number] or [Email Address].

Welcome to our agency family.

Sincerely,

[Agent Name]
[Agency Name]
[Website]