

# Acceptance Letter

Date: [Insert Date]

From: [Your Company Name]

To: [Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to inform you that your policy submission for [Policy Type] has been accepted. Your policy number is [Policy Number].

Please review the attached documents and let us know if you have any questions or require further assistance.

Thank you for choosing [Your Company Name]. We look forward to serving your needs.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Company Contact Information]