

Insurance Proposal Acceptance

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Insurance Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally accept the insurance proposal provided to me on [Insert Proposal Date]. After reviewing the terms and conditions, I am pleased to confirm my acceptance of the policy.

Policy Details:

- Policy Number: [Insert Policy Number]
- Coverage Type: [Insert Coverage Type]
- Premium Amount: [Insert Amount]
- Effective Date: [Insert Effective Date]

Please advise on the next steps required to finalize the policy and any additional documentation needed on my part.

Thank you for your assistance.

Sincerely,

[Your Name]