

Sample Cover Letter



To: XYZ Insurance Company

To whom it may concern:

The purpose of this cover letter is to provide additional information about John and Jane Smith. They are looking for \$10,000,000 of Survivorship coverage for estate planning purposes.

I was referred to John and Jane by their attorney several years ago and have been closely involved in their estate planning. Per the enclosed financials, the Smiths have a net worth of \$30,000,000 comprised of \$15,000,000 of real estate and the remainder in cash and securities. Their annual income from investments is approximately \$100,000.

Both John and Jane lead a very active lifestyle. Jane is a delightful 70 year old who is an avid reader and gardener and participates in daily yoga sessions. She is also active as a member of the Board of Directors of her local college. John is a vigorous 72 year old who plays golf and tennis on a regular basis and does volunteer work with several charitable organizations.

Jane has a history of mild diabetes diagnosed three years ago that is well controlled using oral medications. She also has a remote history of ovarian cancer that was treated with surgery over 20 years ago. Jane takes her health very seriously, sees her physicians on a regular basis, and is compliant with physician recommendations and prescribed medications.

John has a history of early stage prostate cancer that was diagnosed eight years ago and treated with surgery. He has regular follow-up visits with his physician and serial labs since the prostate removal have shown no evidence of recurrence. He is also on low doses of cholesterol and blood pressure medications. His cholesterol and hypertension are very well controlled.

The purpose of this coverage is to provide estate protection. John and Jane have a \$10,000,000 SUL policy in force with Company A and two individual policies for \$5,000,000, each with Company B, all of which they intend to keep in-force. After reviewing their financial information and current coverage, the attorney and I determined that an ILIT (Irrevocable Life Insurance Trust) containing a \$10,000,000 SUL policy would better meet the liquidity needs of their estate.

Included with this application are the medical exams and doctor's records for both clients as well as third-party verification of their net worth and a copy of the ILIT for your review.

I hope that this cover letter has helped provide a clearer picture of my client's health and establish their need for insurance coverage.

Thank you for your time and attention to this very important application. Please do not hesitate to call me with any questions regarding my clients. I can be reached at 555-555-1212.

Regards,

Producer Name



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