

# FOREIGN NATIONAL APPLICANTS

## *Tips For Constructing An Effective Cover Letter*

This tip sheet is designed to help you help us in the processing of your case submission. The following are some questions you should consider for the cover letter you submit with the application. Certain questions may not be applicable to your case. We have also included a sample cover letter to assist you.

### **Tell us the story.**

- How did you first come into contact with the client?
- What is the client's general background (country of residence, occupation, income and net worth)?
- How many meetings did you have with the client?
- Where did you meet with the client?
- Why was the client in the U.S. at the time the solicitation took place?
- How long has the client been in the U.S.?
- Were any of the client's other advisors (CPA, Attorney, etc.) involved?
- Does the client read and understand English?

### **Describe the client's connection to the U.S.**

- Is the client employed in the U.S.?
- Does the client own a business or part of a business in the U.S.?
- Does the client attend a college or university in the U.S.?
- Did the client graduate from a U.S. college or university?
- Does the client own real property in the U.S.?
- What is the nature and extent of the client's assets located in the U.S.?
- Does the client have family members that are residents of the U.S.?

### **Describe the purpose(s) for the insurance**

- Briefly describe the needs and objectives to be fulfilled with the proposed life insurance.
- Why is the policy being purchased from a U.S. insurer rather than one in the country of residence?

### **Describe the rationale for and structure of the insurance recommendation**

- How was the face amount of coverage determined?
- How was the product recommendation determined?
- How was the amount of the planned premiums determined?
- Describe the client's level of comprehension about the proposed insurance transaction.
- Describe the source of funds for the original as well as ongoing premium payments.

### Sample Cover Letter

Dear Global Atlantic,

I am writing to you regarding the purchase of a Lifetime Builder policy by my client, Kevin Li. I first met Mr. Li in June 2017 at my office in Los Angeles after he was referred to me by his CPA, Joe Smith. Mr. Smith, who is a longtime friend of mine, has been assisting Mr. Li with his taxes for the last 5 years.

Mr. Li resides in China, but spends 4 weeks annually in the U.S. to visit his daughter who permanently resides here. He also owns an apartment building in downtown Los Angeles, and maintains a bank account at a national bank with a local branch in Los Angeles.

Mr. Li is a senior manager at a manufacturer in China and earns an annual salary of US\$ 500,000. He has accumulated a net worth of approximately US\$ 5m, which will be verified by Mr. Smith. Mr. Li is seeking insurance coverage of \$3m to provide protection to his wife and daughter in the event of his death and to pay potential estate taxes. He also is interested in the tax-deferred accumulation of cash value. He will use his liquid savings of \$500,000 to pay the premium. As mentioned above, Mr. Li maintains a U.S. bank account at national bank and will pay the premium in U.S. dollars from this account.

Mr. Li is fluent in English and will provide his U.S. address for receipt of policy correspondence. He is purchasing from a U.S. carrier because of product availability, in particular an Indexed Universal Life policy.

Thank you for your consideration of Mr. Li's application. Please let me know if you have questions.

Best regards,

Insurance Producer