

[Agency Name]
[Agency Address]
[City, State, Zip Code]
[Phone Number]
[Date]

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

Subject: Welcome to [Agency Name] - Your New Auto Insurance Policy

Dear [Client Name],

Welcome to [Agency Name]! We are excited to have you as a new client and thank you for choosing us for your auto insurance needs. Our goal is to provide you with peace of mind and excellent service as you hit the road.

Your policy details are as follows:

- **Policy Number:** [Policy Number]
- **Effective Date:** [Effective Date]
- **Insured Vehicle(s):** [Year, Make, Model]

Attached to this letter, you will find your insurance identification cards and a summary of your coverage. Please keep a copy of your ID card in your vehicle at all times.

If you need to make a change to your policy, file a claim, or have any questions regarding your coverage, please do not hesitate to contact our office at [Phone Number] or email us at [Email Address].

We appreciate your trust in us and look forward to serving you for many years to come.

Sincerely,

[Agent Name]
[Agent Title]
[Agency Name]