

[Company Logo/Letterhead]

[Date]

[Policyholder Name]

[Address Line 1]

[City, State, Zip Code]

Re: Welcome to [Company Name] - Policy #[Policy Number]

Dear [Policyholder Name],

Welcome to [Company Name]! We are pleased that you have chosen us for your auto insurance needs. Our goal is to provide you with excellent coverage and peace of mind on the road.

Enclosed with this letter, you will find your official auto insurance identification cards. Please place these cards in your vehicle(s) immediately, as they serve as proof of insurance.

Next Steps:

- Review your Policy Declaration page for coverage details and limits.
- Register your account online at [Website URL] to manage payments and view documents.
- Download our mobile app to access digital ID cards and roadside assistance.

If you have any questions regarding your policy or need to report a claim, please contact your agent, [Agent Name], at [Agent Phone Number] or call our customer service team at [Customer Service Number].

Thank you for trusting us with your protection. We look forward to serving you.

Sincerely,

[Signature]

[Name of Representative]

[Title]

Enclosures: Auto Insurance ID Cards