

[Date]

[Policyholder Name]

[Address Line 1]

[Address Line 2]

Subject: Welcome to [Agency Name] - Policy #[Policy Number]

Dear [Policyholder Name],

Thank you for choosing [Agency Name] for your auto insurance needs. We are pleased to welcome you as a new client and look forward to providing you with excellent service and protection.

Enclosed you will find your policy documents, including your insurance identification cards and a summary of your coverage limits. Please review these documents carefully to ensure all information is correct. We recommend keeping a copy of your ID card in your vehicle at all times.

Policy Details:

- **Policy Period:** [Start Date] to [End Date]
- **Insured Vehicle(s):** [Year, Make, Model]
- **Agent Name:** [Agent Name]

If you need to make changes to your policy, file a claim, or have questions regarding your billing, please contact us at [Phone Number] or visit our website at [Website URL].

We appreciate the trust you have placed in us. Thank you for letting us protect you on the road.

Sincerely,

[Agent Signature]

[Agent Name]

[Agency Name]