

[Company Logo/Header]

[Date]

[Policyholder Name]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

Subject: Welcome to Your Comprehensive Auto Insurance Policy - [Policy Number]

Dear [Policyholder Name],

Thank you for choosing [Company Name] for your automotive insurance needs. We are pleased to confirm that your Comprehensive Auto Insurance policy is now active.

This policy provides you with extensive protection, covering not only third-party liability but also damages to your own vehicle resulting from accidents, theft, fire, and natural disasters. We are committed to providing you with peace of mind every time you get behind the wheel.

Your Policy Details:

- **Policy Number:** [Policy Number]
- **Coverage Period:** [Start Date] to [End Date]
- **Insured Vehicle:** [Year, Make, Model]
- **Annual Premium:** [Amount]

What to do next:

1. **Review your documents:** Please read the attached Policy Schedule and Terms & Conditions carefully to understand your coverage limits and deductibles.
2. **Keep your ID card:** Print your Insurance Identification Card and keep it in your vehicle at all times.
3. **Register online:** Create an account at [Website URL] to manage your policy, pay bills, and download digital copies of your documents.

In Case of an Accident or Claim:

If you need to file a claim, please contact our 24/7 Claims Department at [Phone Number] or visit [Claims Link]. Our dedicated team is here to guide you through the process as quickly as possible.

If you have any questions regarding your coverage, please contact your agent at [Agent Phone Number] or email us at [Customer Service Email].

Welcome to the [Company Name] family. We look forward to serving you.

Sincerely,

[Signature/Name]

[Title]

[Company Name]