

[Date]

[Policyholder Name]

[Address]

[City, State, Zip Code]

Subject: Welcome to [Insurance Company Name] - Meet Your Dedicated Agent

Dear [Policyholder Name],

Welcome to [Insurance Company Name]! We are pleased that you have chosen us for your auto insurance needs. My name is [Agent Name], and I am your dedicated insurance agent.

My goal is to provide you with personalized service and ensure that you have the right coverage for your vehicle and peace of mind on the road. Whether you have questions about your policy, need to update your information, or want to explore additional coverage options, I am here to help.

Your Policy Details:

Policy Number: [Policy Number]

Effective Date: [Date]

How to Reach Me:

Phone: [Phone Number]

Email: [Email Address]

Office Hours: [Office Hours]

Please feel free to contact me directly if you need any assistance. We have also enclosed your insurance ID cards and policy summary for your records.

Thank you for trusting us with your protection. I look forward to working with you.

Sincerely,

[Agent Signature]

[Agent Name]

[Agency Name]