

[Date]

[Policyholder Name]

[Mailing Address]

[City, State, Zip Code]

Subject: Welcome to [Agency Name] - Your New Homeowners Insurance Agent

Dear [Policyholder Name],

We are pleased to introduce ourselves as your new insurance agency for your homeowners policy, [Policy Number]. Our team at [Agency Name] is committed to providing you with professional service and ensuring your home remains properly protected.

While your actual insurance carrier and coverage terms remain the same, our agency is now your primary point of contact for:

- Answering questions about your coverage
- Processing policy changes or updates
- Assisting with the claims process
- Conducting annual policy reviews

We invite you to reach out to us at [Phone Number] or visit our website at [Website URL] to learn more about the services we offer. If you prefer to meet in person, our office is located at [Office Address].

Enclosed/Attached you will find our digital business card. Please save our contact information so you have it ready whenever you need assistance.

We look forward to protecting what matters most to you.

Sincerely,

[Agent Name]

[Title]

[Agency Name]

[Phone Number]

[Email Address]