

[Date]

[Policyholder Name]  
[Property Address]  
[City, State, Zip Code]

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

Dear [Policyholder Name],

Welcome to [Insurance Agency Name]! Thank you for choosing us to protect your home. We are committed to providing you with excellent service and peace of mind.

We would like to introduce the dedicated team members who will be managing your account:

- **[Name] - Account Manager:** Your primary contact for policy changes, billing questions, and renewals.
- **[Name] - Claims Specialist:** Available to assist you step-by-step should you ever need to file a claim.
- **[Name] - Agent:** Available for annual reviews to ensure your coverage keeps pace with your life.

**Policy Details:**

- Policy Number: [Policy Number]
- Effective Date: [Date]

You can reach our team Monday through Friday, from [Hours], at [Phone Number] or via email at [Email Address]. For after-hours claims emergencies, please contact [Carrier Name] directly at [Carrier Phone Number].

Attached you will find your policy documents and proof of insurance. Please review them and let us know if you have any questions.

We look forward to a long and successful relationship.

Sincerely,

[Your Name]  
[Title]  
[Insurance Agency Name]  
[Website]