

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Subject: Introduction of Your Dedicated Insurance Agent

Dear [Client Name],

I am writing to officially introduce myself as your new dedicated insurance agent at [Agency Name]. It is a privilege to manage your insurance portfolio and ensure that your assets, family, and future remain well-protected.

My goal is to provide you with personalized service and professional advice tailored to your specific needs. Whether you have questions about your current policy, need to file a claim, or wish to explore new coverage options, I am here to assist you every step of the way.

I have recently reviewed your file, and I would welcome the opportunity to conduct a brief policy review with you. This ensures that your coverage limits are up to date and that you are receiving all available discounts.

Please feel free to reach out to me directly using the contact information below:

- **Phone:** [Phone Number]
- **Email:** [Email Address]
- **Office Hours:** [Office Hours]

Thank you for choosing [Agency Name]. I look forward to working with you and building a long-lasting professional relationship.

Sincerely,

[Agent Name]

[Agent Title]

[Agency Name]