

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Subject: Important Update Regarding Your Insurance Policies

Dear [Client Name],

We are pleased to announce that your insurance accounts have been officially transferred from [Former Agency Name] to [New Agency Name]. We want to formally welcome you to our agency and assure you that your coverage remains active and unaffected by this transition.

Our team is committed to providing you with the highest level of service. While your policy numbers and premium rates remain the same for the current term, you now have access to our full suite of resources, including [List 1-2 benefits, e.g., online claims filing or a dedicated account manager].

What you need to know:

- **Policy Management:** All future service requests, policy changes, and billing inquiries should now be directed to our office.
- **Contact Information:** You can reach us at [Phone Number] or via email at [Email Address].
- **Office Location:** Our office is located at [Office Address].

We are currently reviewing your file to ensure your coverage still meets your needs. One of our agents may reach out shortly to introduce themselves and answer any questions you may have.

Thank you for trusting [New Agency Name] with your insurance needs. We look forward to a long and successful partnership.

Sincerely,

[Signature]

[Principal Agent Name]

[New Agency Name]