

[Date]

[Client Name]
[Client Address]
[City, State, Zip Code]

Dear [Client Name],

Welcome to [Agency Name]! We are pleased that you have chosen us to manage your insurance needs. We have successfully processed your bundled insurance package, which includes your [Type of Policy, e.g., Auto] and [Type of Policy, e.g., Home] policies.

By bundling your coverage with us, you are now receiving our multi-policy discount, ensuring you have the most comprehensive protection at the best possible value.

Your Policy Details:

- **Agency Contact:** [Agent Name]
- **Phone Number:** [Phone Number]
- **Email:** [Email Address]
- **Client Portal:** [URL, if applicable]

Enclosed you will find your policy declarations and identification cards. Please review these documents to ensure all information is correct. We recommend keeping a copy of your ID cards in your vehicles at all times.

Our team is here to assist you with any questions, policy changes, or claims. We will reach out periodically to conduct a coverage review to ensure your insurance keeps pace with your life changes.

Thank you for placing your trust in [Agency Name]. We look forward to a long and successful relationship.

Sincerely,

[Agent Signature]
[Agent Printed Name]
[Agency Name]