

[Date]

[Client Name]

[Client Company Name]

[Address]

[City, State, Zip]

Dear [Client Contact Last Name],

Welcome to [Agency Name]. As the Principal of the agency, I want to personally thank you for choosing us to manage your commercial fleet insurance program. We understand that your vehicles are the backbone of your business, and we are committed to protecting your assets and your bottom line.

Our primary goal is to provide you with more than just a policy. We aim to be a strategic partner in your risk management, helping you improve safety, maintain compliance, and reduce long-term costs.

Your dedicated account team is led by:

- **Account Manager:** [Name] - [Email/Phone]
- **Claims Specialist:** [Name] - [Email/Phone]

They will be reaching out shortly to schedule a deep-dive review of your current fleet safety protocols and to ensure all your drivers have the necessary documentation and support materials.

I am always available should you have any questions or if there is anything I can do to better serve your business. We look forward to a long and successful partnership.

Sincerely,

[Principal Name]

Principal

[Agency Name]