

Dear [Client Contact Name],

Welcome to [Agency/Company Name]. We are pleased to confirm that your Commercial Fleet Auto insurance coverage is now active.

To help you manage your fleet efficiently, we have created an account for you on our secure Client Portal. This platform allows you to access your policy details and documents at any time.

Through the portal, you can:

- Download and print Auto ID cards for your vehicles.
- Request Certificates of Insurance.
- View your policy documents and schedules.
- Report a new claim.
- Request changes to your vehicle list or driver roster.

Your Account Details:

Portal Link: [\[Insert URL\]](#)

Username: [Client Email or Assigned Username]

Temporary Password: [Insert Temp Password or Instructions to Reset]

For security purposes, you will be prompted to change your password upon your first login.

If you have any questions regarding your coverage or need assistance navigating the portal, please contact your account manager, [Account Manager Name], at [Phone Number] or [Email Address].

Thank you for choosing [Agency/Company Name] to protect your fleet.

Best regards,

[Sender Name]

[Title]

[Agency/Company Name]