

[Date]

[Policyholder Name]

[Company Name]

[Address]

[City, State, Zip Code]

Dear [Contact Person Name],

Welcome to [Insurance Company Name]. We are pleased to confirm that your Commercial Fleet Auto Insurance policy is now active under policy number: **[Policy Number]**.

Our goal is to provide your business with reliable protection and efficient service to keep your fleet moving safely. Enclosed in this onboarding package, you will find:

- **Policy Declaration Page:** Outlining your coverage limits and deductibles.
- **Insurance ID Cards:** Please ensure a copy is placed in every covered vehicle.
- **Schedule of Covered Vehicles:** A complete list of all units currently insured.
- **Claims Reporting Instructions:** Step-by-step guidance on what to do in the event of an accident.

#### **Next Steps for Your Fleet:**

1. Review the vehicle schedule for accuracy.
2. Register for our online portal at [URL] to manage drivers and download documents.
3. Save our 24/7 Claims Hotline number: [Phone Number].

Your dedicated account manager is [Account Manager Name], who can be reached directly at [Phone Number] or [Email Address] for any policy changes or questions.

Thank you for choosing [Insurance Company Name] to protect your commercial fleet. We look forward to a successful partnership.

Sincerely,

[Sender Name]

[Title]

[Insurance Company Name]