

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Dear [Client Name],

Welcome to [Company Name]! Thank you for choosing us for your insurance needs. We are pleased to confirm that your policy, [Policy Number], is now active.

Our goal is to provide you with peace of mind and excellent service. You will find your policy documents and ID cards enclosed with this letter. Please review them carefully and let us know if you have any questions.

As a new member of our agency family, we want to ensure you have access to more than just insurance. Over the years, we have built a **Trusted Network** of local professionals including mortgage brokers, contractors, accountants, and estate planners. If you are ever in need of a recommendation for a service professional we trust, please do not hesitate to ask.

Conversely, if you have friends, family, or colleagues who could benefit from the same level of service and protection you receive here, we would be honored if you referred them to us. We grow our business through the trust of clients like you.

Thank you again for your business. We look forward to serving you for many years to come.

Sincerely,

[Agent Name]

[Agent Title]

[Company Name]

[Phone Number]

[Email Address]