

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Subject: Welcome to [Agency Name] - Your New Homeowners Policy

Dear [Client Name],

Welcome to the [Agency Name] family! We are honored that you chose us to protect your new home at [Property Address].

Enclosed you will find your policy documents and our agency contact information. Our goal is to provide you with peace of mind and excellent service. If you have any questions regarding your coverage or need to make a claim, please call us directly at [Phone Number].

Help Your Neighbors and Get Rewarded

Most of our business comes from word-of-mouth referrals from satisfied clients like you. If you have friends or neighbors moving into the area, we would love the opportunity to help them too.

As a thank you, for every neighbor you refer who requests a quote, we will send you a [Dollar Amount] gift card to [Store/Restaurant Name] as a token of our appreciation.

Thank you for trusting us with your home insurance needs. We look forward to serving you for many years to come.

Best regards,

[Agent Name]

[Agency Name]

[Phone Number]

[Email Address]

[Website]