

[Date]

[Client Name]  
[Client Address]  
[City, State, Zip Code]

Dear [Client Name],

Welcome to [Agency Name]! Thank you for choosing us for your auto insurance needs. We are excited to have you as a client and are committed to providing you with excellent service and protection.

Enclosed you will find your policy documents and insurance identification cards. Please review these materials carefully and keep them in a safe place. If you have any questions regarding your coverage, deductibles, or policy limits, please do not hesitate to contact me directly at [Phone Number].

Our goal is to provide you with peace of mind on the road. Whether you need to make a change to your policy, file a claim, or simply ask a question, our team is here to help.

### **Share the Experience**

Much of our business comes from the referrals of satisfied clients like you. If you are happy with the service you received, we would appreciate it if you would recommend us to your friends, family, or colleagues. Word-of-mouth is the highest compliment we can receive.

Thank you again for your trust and your business.

Sincerely,

[Your Name]  
[Your Title]  
[Agency Name]  
[Email Address]  
[Website]