

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Dear [Client Name],

Welcome to [Agency Name]! Thank you for choosing us to handle your personal insurance needs. We are committed to providing you with the best coverage and service to protect what matters most to you.

Your new policy documents are enclosed. Please review them carefully and let us know if you have any questions regarding your coverage, deductibles, or policy limits.

Share the Peace of Mind

Our business grows primarily through word-of-mouth from satisfied clients like you. If you are happy with the service we provided, we would appreciate it if you recommended us to your friends, family, or colleagues.

As a token of our appreciation, for every person you refer who requests a quote, we will [Insert Incentive, e.g., send you a \$10 gift card / enter you into our monthly prize drawing].

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

Sincerely,

[Agent Name]

[Agency Name]

[Phone Number]

[Email Address]

[Website]