

[Your Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Agent Name or Department]
[Insurance Company Name]
[Company Address]
[City, State, Zip Code]

Subject: Thank You - New Policy #[Policy Number]

Dear [Agent Name],

I am writing to thank you for your assistance in setting up my first auto insurance policy. As a first-time car owner, I truly appreciate the time you took to explain the different coverage options and help me find a plan that fits my needs and budget.

The process was straightforward, and you made me feel confident in my decision. I am happy to have my new [Year, Make, and Model of Car] protected by [Insurance Company Name].

I have received my digital insurance cards and have saved your contact information for any future questions or claims. Thank you again for the excellent service and for welcoming me as a new policyholder.

Sincerely,

[Your Signature]

[Your Printed Name]