

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

[Date]

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

Dear [Client Name],

Welcome to [Agency Name]! We are pleased that you have chosen us to handle your auto insurance needs. Our goal is to provide you with excellent local service and the peace of mind that comes with reliable coverage.

Enclosed you will find your policy documents and insurance identification cards. Please review these materials carefully and keep a copy of your ID cards in your vehicle at all times.

Your Policy Details:

- **Policy Number:** [Policy Number]
- **Effective Date:** [Date]
- **Carrier:** [Insurance Company Name]

As your local agent, I am here to help you with any questions regarding your coverage, premium payments, or policy changes. If you are ever involved in an accident, please contact us immediately so we can guide you through the claims process.

We appreciate your business and look forward to serving you for many years to come.

Sincerely,

[Agent Name]
[Title]
[Agency Name]