

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

[Date]

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

Dear [Policyholder Name],

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

Your new policy, number [Policy Number], is now active. Please find your insurance ID cards and policy documents attached to this letter. We recommend keeping a copy of your ID card in your vehicle at all times.

As your dedicated agents, we are here to help you with:

- Policy updates and changes
- Claims assistance
- Billing inquiries
- Annual coverage reviews

If you have any questions regarding your coverage or if there is anything else we can assist you with, please do not hesitate to call us at [Phone Number] or email us at [Email Address].

Thank you again for placing your trust in [Agency Name]. We look forward to serving you for many years to come.

Sincerely,

[Agent Name/Signature]
[Title]
[Agency Name]