

[Current Date]

[Policyholder Name]

[Address Line 1]

[Address Line 2]

Subject: Welcome to [Agency Name] - Your New Auto Insurance Policy

Dear [Policyholder Name],

Thank you for choosing [Agency Name] for your auto insurance needs. We are pleased to welcome you as a new client and appreciate the trust you have placed in us to protect you and your vehicle.

Our goal is to provide you with excellent coverage and personalized service. Attached to this letter, you will find your policy documents, insurance identification cards, and a summary of your coverage benefits.

Please review these documents carefully. If you have any questions regarding your policy, or if you need to make any changes in the future, please do not hesitate to contact us at [Phone Number] or via email at [Email Address].

We are committed to being there for you whenever you need assistance. Thank you again for your business.

Sincerely,

[Agent Name]

[Agency Name]

[Phone Number]

[Website]