

[Date]

[Policyholder Name]

[Street Address]

[City, State, Zip Code]

Dear [Policyholder Name],

Welcome to [Insurance Company Name]! Thank you for choosing us for your auto insurance needs. We are pleased to confirm that your policy, number [Policy Number], is now active.

Enclosed with this letter, you will find your official insurance documents, including:

- Your Policy Declarations Page
- Your Proof of Insurance (ID Cards)
- A summary of your coverage and deductibles

We recommend that you keep a copy of your insurance ID card in your vehicle at all times. You can also access your digital ID cards and manage your policy 24/7 by visiting our website at [Website URL] or by downloading our mobile app.

If you have any questions about your coverage or need to report a claim, please contact our customer service team at [Phone Number] or email us at [Email Address].

Thank you for trusting us to protect you on the road.

Sincerely,

[Agent/Representative Name]

[Insurance Company Name]

[Company Phone Number]