

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Dear [Client Name],

Welcome to [Agency/Company Name]! We are pleased that you have chosen us to handle your personal insurance needs. Our goal is to provide you with excellent service and the peace of mind that comes with knowing you are properly protected.

Attached to this letter, you will find your new policy documents for your [Policy Type, e.g., Auto/Home/Renters] coverage. Please review these documents carefully to ensure all information is correct.

**Your Policy Details:**

- Policy Number: [Policy Number]
- Effective Date: [Start Date]
- Renewal Date: [End Date]

If you have any questions regarding your coverage, need to make changes to your policy, or wish to report a claim, please do not hesitate to contact us at [Phone Number] or via email at [Email Address].

Thank you for trusting us with your business. We look forward to serving you for many years to come.

Sincerely,

[Agent Name]

[Title]

[Agency Name]