

[Date]

[Customer Name]  
[Address Line 1]  
[City, State, Zip Code]

Subject: Welcome to [Insurance Company Name] - Policy Number: [Policy Number]

Dear [Customer Name],

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

Your policy is effective as of [Effective Date]. Attached to this letter, you will find your insurance identification cards and a summary of your coverage benefits.

**Your Policy Highlights:**

- **Policy Number:** [Policy Number]
- **Insured Vehicle(s):** [Year, Make, Model]
- **Policy Term:** [Start Date] to [End Date]

Please review the enclosed documents carefully to ensure all information is correct. We recommend keeping a copy of your insurance ID card in your vehicle at all times.

If you have any questions regarding your coverage, wish to make changes to your policy, or need to report a claim, please contact our customer service team at [Phone Number] or visit our website at [Website URL].

Welcome to the family, and stay safe on the road.

Sincerely,

[Agent Name/Company Representative]  
[Company Name]