

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Subject: Introduction of Your Dedicated Personal Lines Account Manager

Dear [Client Name],

Thank you for choosing [Agency Name] for your personal insurance needs. We are committed to providing you with the highest level of service and expertise.

I am writing to introduce you to your dedicated Personal Lines Account Manager, [Account Manager Name]. [Account Manager Name] will be your primary point of contact for all matters regarding your insurance policies, including coverage reviews, policy changes, renewals, and billing inquiries.

You can reach [Account Manager Name] directly using the contact information below:

Name: [Account Manager Name]

Phone: [Direct Phone Number]

Email: [Email Address]

Whether you have questions about your current coverage or wish to discuss new insurance options, [Account Manager Name] is here to assist you. We recommend scheduling a brief call or meeting annually to ensure your protection remains aligned with your lifestyle changes.

We value your business and look forward to continuing our partnership with you.

Sincerely,

[Your Name]

[Your Title]

[Agency Name]