

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Subject: Notification of Dedicated Account Manager Assignment

Dear [Policyholder Name],

We are pleased to inform you that **[Account Manager Name]** has been assigned as your dedicated Insurance Account Manager for [Policy Number/Company Name].

As your primary point of contact, [Account Manager Name] will assist you with:

- Policy renewals and endorsements
- Claims coordination and tracking
- Detailed coverage reviews and risk assessment
- General billing inquiries

You may reach your Account Manager directly using the following contact information:

Phone: [Direct Phone Number]

Email: [Email Address]

Office Hours: [Operating Hours]

We are committed to providing you with personalized service and ensuring your insurance needs are met with the highest level of professionalism.

Sincerely,

[Your Name/Signature]

[Your Title]

[Insurance Agency Name]