

[Date]

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

Subject: Welcome - New Auto Insurance Policy [Policy Number]

Dear [Customer Name],

Thank you for choosing [Insurance Company Name] for your auto insurance needs. Your new policy is now active. Below is a summary of your coverage and the next steps required to finalize your account.

### Policy Coverage Summary

- **Policy Number:** [Policy Number]
- **Effective Date:** [Start Date]
- **Insured Vehicle(s):** [Year, Make, Model]
- **Liability Limits:** [Amount/Amount]
- **Deductibles:** [Collision/Comprehensive Amounts]
- **Total Premium:** \$[Amount]

### Immediate Next Steps

1. **Review Your Documents:** Please read the attached policy declaration page to ensure all information is correct.
2. **Print Your ID Cards:** Carry your digital or printed insurance ID cards in your vehicle at all times.
3. **Submit Required Forms:** Please sign and return the [Specific Document Name] by [Due Date].
4. **Set Up Your Online Account:** Visit [Website URL] to manage payments and view policy updates.

If you have any questions or need to make changes to your coverage, please contact your agent at [Phone Number] or email us at [Email Address].

Sincerely,

[Agent Name/Company Name]  
[Contact Information]