

[Date]

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Subject: Proposal to Complete Your Auto Insurance Coverage

Dear [Recipient Name],

Thank you for giving us the opportunity to review your current auto insurance needs. Based on our recent conversation, I have prepared a personalized proposal designed to ensure you have complete protection on the road.

Our goal is to eliminate gaps in your current coverage. This proposal includes:

- Comprehensive and Collision protection
- Increased Liability limits for better financial security
- Uninsured/Underinsured Motorist coverage
- Optional add-ons: Roadside Assistance and Rental Reimbursement

Total Monthly Premium: \$[Amount]

I have attached the full breakdown of benefits and policy terms for your review. This quote is valid until [Date].

Please let me know if you would like to finalize this coverage or if you have any questions regarding the details of this proposal. I look forward to helping you secure your vehicle and your peace of mind.

Sincerely,

[Your Name]
[Your Title]
[Agency Name]
[Phone Number]
[Email Address]