

Date: [Date]

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

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

Dear [Policyholder 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.

Enclosed with this letter, you will find your insurance documents, including:

- Your Policy Declarations Page
- Proof of Insurance (ID Cards)
- Policy Booklet and Terms

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

Manage Your Policy Online

You can manage your policy 24/7 by visiting our website at [Website URL]. Once registered, you can pay premiums, view documents, and file claims quickly and easily.

What to do in case of an accident:

If you are involved in an accident, please ensure everyone is safe and then contact our Claims Department as soon as possible at [Claims Phone Number].

If you have any questions regarding your coverage or need to make changes to your policy, please contact your agent at [Agent Phone Number] or our customer service team at [Customer Service Number].

Welcome to the family!

Sincerely,

[Sender Name/Signature]
[Title]
[Insurance Company Name]