

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Dear [Client Name],

Welcome to [Insurance Agency Name]! My name is [Agent Name], and I am honored to be your dedicated insurance agent.

My goal is to provide you with personalized service and ensure that your assets, family, and future are well-protected. Whether you have questions about your current policy, need to file a claim, or want to explore new coverage options, I am here to help.

I have listed my direct contact information below. Please feel free to reach out to me at any time:

- **Phone:** [Phone Number]
- **Email:** [Email Address]
- **Office Hours:** [Hours of Operation]

I will be reaching out to you shortly to introduce myself personally and to conduct a brief review of your coverage to ensure it still meets your needs.

Thank you for choosing [Insurance Agency Name]. I look forward to working with you.

Best regards,

[Agent Signature]

[Agent Name]

[Title]

[Insurance Agency Name]