

[Date]

[Policyholder Name]

[Address]

[City, State, Zip Code]

Subject: Important Update Regarding Your Insurance Policy - [Policy Number]

Dear [Policyholder Name],

We are writing to inform you of a change regarding the management of your insurance account. Your previous agent, [Previous Agent Name], is no longer handling your policies. We wish them the best in their future endeavors.

We are pleased to introduce [New Agent Name] as your new dedicated insurance agent. [New Agent Name] has extensive experience with [Company Name] and is committed to providing you with the same high level of service you have come to expect.

Your current coverage, premiums, and policy terms remain exactly the same. No action is required on your part to complete this transition. Your new agent is already familiar with your portfolio and is ready to assist you with any questions, claims, or policy reviews.

**Your New Agent's Contact Information:**

- Name: [New Agent Name]
- Phone: [Phone Number]
- Email: [Email Address]
- Office Hours: [Hours of Operation]

[New Agent Name] will be reaching out to you in the coming weeks to introduce themselves personally. However, if you have immediate questions or would like to schedule a policy review, please feel free to contact them at any time.

Thank you for your continued trust in [Company Name]. We look forward to continuing our relationship with you.

Sincerely,

[Sender Name/Authorized Signature]

[Title]

[Company Name]