

[Date]

[Client Name]

[Client Company Name]

[Client Address]

[City, State, Zip Code]

Subject: Introduction of Your Dedicated Commercial Insurance Representative

Dear [Client Name],

I am writing to officially introduce myself as your new Dedicated Representative at [Insurance Agency Name]. My goal is to ensure that [Client Company Name] receives the highest level of service and that your commercial insurance portfolio remains aligned with your business objectives.

As your primary point of contact, I am available to assist you with:

- Policy renewals and coverage reviews
- Certificate of Insurance (COI) requests
- Claims advocacy and support
- Risk management consultations
- Updates to your business operations or assets

I have thoroughly reviewed your current policies and would welcome the opportunity to schedule a brief introductory call. This will allow me to better understand your upcoming goals for the year and answer any immediate questions you may have.

Please feel free to contact me directly using the information below:

Direct Line: [Phone Number]

Email: [Email Address]

Office Hours: [Hours of Operation]

We value your business and look forward to a successful partnership.

Sincerely,

[Your Name]

[Your Job Title]

[Insurance Agency Name]