

[Date]

[Policyholder Name]

[Address]

[City, State, Zip Code]

Subject: Introduction of your new Personal Lines Account Manager

Dear [Policyholder Name],

My name is [Agent Name] and I am writing to introduce myself as your new Personal Lines Customer Service Agent at [Agency Name]. I am excited to have the opportunity to assist you with your personal insurance needs.

My goal is to ensure that your home, auto, and personal assets are properly protected. I am available to help you with:

- Reviewing your current coverage limits
- Processing policy changes and endorsements
- Answering billing and payment questions
- Assisting with the claims process
- Exploring new insurance discounts

I have reviewed your file and would welcome the chance to speak with you to ensure your current policies still align with your lifestyle. If you have had any major life changes recently, such as a home renovation, a new vehicle purchase, or a change in marital status, please let me know so we can update your coverage accordingly.

You can reach me directly at [Phone Number] or via email at [Email Address]. Our office hours are [Hours of Operation].

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

Sincerely,

[Agent Signature]

[Agent Name]

[Title]

[Agency Name]

[Phone Number]

[Website]