

[Date]

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

Welcome to [Agency Name]! We are pleased to inform you that you were recently referred to us by [Referrer Name] for your auto and home insurance needs.

Our goal is to provide you with personalized coverage that protects your most valuable assets while ensuring you receive every discount available. We specialize in bundling auto and home policies to provide maximum savings and simplified management for our clients.

I have enclosed a brief overview of our services. I will be following up with you on [Day of Week] at [Time] to discuss your current coverage and provide you with a competitive quote. If you would like to speak sooner, please feel free to call me directly at [Phone Number] or email me at [Email Address].

We look forward to the opportunity to earn your business and protect what matters most to you.

Best regards,

[Your Name]
[Your Title]
[Agency Name]
[Website URL]