

[Date]

[Policyholder Name]

[Address Line 1]

[Address Line 2]

Subject: Welcome to [Insurance Company Name] - Policy #[Policy Number]

Dear [Policyholder Name],

Welcome to [Insurance Company Name]. We are pleased that you have chosen us for your auto insurance needs.

Enclosed you will find your new policy documents, including:

- Your Policy Declarations Page
- Proof of Insurance Cards (ID Cards)
- Policy Booklet and Coverage Details

Please review these documents carefully to ensure all information is correct. We recommend placing your ID cards in your vehicle's glove compartment immediately.

As a policyholder, you can now register for online access at [Website URL] to view your policy, make payments, or file a claim 24/7.

If you have any questions or need to make changes to your coverage, please contact your agent at [Agent Phone Number] or call our customer service team at [Customer Service Number].

Thank you for trusting us with your protection.

Sincerely,

[Sender Name/Department]

[Insurance Company Name]