

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Subject: Introduction of Your Dedicated Insurance Agent

Dear [Client Name],

I am writing to officially introduce myself as your new dedicated insurance agent at [Insurance Agency Name]. It is a pleasure to be working with you, and I look forward to managing your insurance needs.

My goal is to provide you with personalized service and ensure that your coverage continues to protect what matters most to you. I have recently reviewed your file, and I am available to discuss your current policies or any changes in your life that might require a coverage update.

To ensure we have everything in order, I would love to schedule a brief introductory call or meeting at your convenience. During this time, we can:

- Review your current policy limits and discounts.
- Identify any potential gaps in coverage.
- Answer any questions you may have regarding your account.

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

Thank you for your continued trust in [Insurance Agency Name]. I look forward to speaking with you soon.

Sincerely,

[Your Name]

[Your Job Title]

[Insurance Agency Name]

[Website URL]