

Dear [Client Name],

Welcome to [Insurance Agency Name]! My name is [Agent Name], and I am honored to be your dedicated Life Insurance Agent.

My goal is to provide you with peace of mind by ensuring your family's financial future is secure. Whether you have questions about your current policy, need to update your beneficiaries, or want to explore additional coverage options, I am here to help.

**Your Policy Details:**

- Policy Type: [Policy Type]
- Policy Number: [Policy Number]
- Effective Date: [Date]

I recommend we schedule a brief 10-minute introductory call to review your goals and ensure your coverage aligns perfectly with your needs. Please feel free to reach out to me directly using the contact information below.

**My Contact Information:**

Phone: [Phone Number]

Email: [Email Address]

Office Hours: [Hours of Operation]

Thank you for trusting me with your life insurance needs. I look forward to working with you.

Best regards,

[Agent Signature]

[Agent Name]

[License Number]

[Agency Name]