

[Date]

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

Dear [Client Name],

Welcome to [Agency Name]! Thank you for choosing me as your dedicated insurance agent. I am honored to help protect what matters most to you.

The purpose of this letter is to officially welcome you and provide you with my direct contact information. My goal is to ensure your transition is seamless and that you feel confident in your coverage.

What Happens Next:

- **Policy Documents:** You will receive your official policy documents via [Email/Mail] within [Number] business days.
- **Account Access:** You can manage your policy, pay bills, and view ID cards at [Website URL].
- **Review Call:** I will reach out in a few days to answer any initial questions you may have about your specific coverage.

How to Reach Me:

Direct Line: [Phone Number]
Email: [Email Address]
Office Hours: [Hours of Operation]

If you have any immediate questions regarding your premiums, claims, or coverage limits, please do not hesitate to contact me directly. I look forward to a long and successful relationship.

Sincerely,

[Agent Name]
[Agent Title]
[Agency Name]