

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Subject: Important Update Regarding Your Insurance Account

Dear [Client Name],

We are writing to inform you of a change regarding the management of your insurance policies. To ensure you continue to receive the highest level of personalized service, we have assigned a new dedicated insurance agent to your account.

We are pleased to introduce **[New Agent Name]** as your new primary point of contact. [New Agent Name] brings extensive experience in the industry and is fully briefed on your current coverage and specific needs.

New Agent Contact Information:

- **Name:** [New Agent Name]
- **Phone:** [Phone Number]
- **Email:** [Email Address]
- **Office Hours:** [Hours of Operation]

Your current policies, premiums, and coverage remain exactly as they are; no action is required on your part. [New Agent Name] will be reaching out to you shortly to introduce themselves personally and to schedule a brief review of your account to ensure your protection remains up to date.

In the meantime, if you have any immediate questions, claims, or policy changes, please feel free to contact [New Agent Name] directly.

Thank you for your continued trust in [Agency Name]. We look forward to serving you.

Sincerely,

[Your Name/Manager Name]

[Title]

[Agency Name]