

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Dear [Client Name],

My name is [Agent Name], and I am writing to personally introduce myself as your new dedicated insurance agent at [Agency Name].

My goal is to ensure that you have the right protection tailored to your specific needs. Whether you have questions about your current policy, need to update your coverage, or simply want to review your options, I am here to provide professional guidance and support.

I have taken the time to review your file and would welcome the opportunity to speak with you briefly to ensure all your information is up to date. You can reach me directly via the following methods:

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

At [Agency Name], we value your business and your peace of mind. I look forward to building a lasting professional relationship with you and serving as your trusted insurance resource.

Sincerely,

[Signature]

[Agent Name]

[Agent Title]

[Agency Name]