

[Date]

[Policyholder Name]

[Policyholder Address]

[City, State, Zip Code]

**Subject: Notification of Your Dedicated Insurance Agent Assignment**

Dear [Policyholder Name],

Thank you for choosing [Insurance Company Name] for your insurance needs. We are writing to formally introduce you to your new Dedicated Insurance Agent, who will be your primary point of contact for all matters regarding your policies.

**Your Dedicated Agent Information:**

- **Name:** [Agent Name]
- **Agent License Number:** [License Number]
- **Direct Phone:** [Phone Number]
- **Email Address:** [Email Address]
- **Office Hours:** [Operating Hours]

Your agent is available to assist you with:

- Reviewing your current coverage and policy limits.
- Processing policy changes or updates.
- Assisting with the claims process.
- Providing quotes for additional lines of insurance.
- Answering billing and premium questions.

We recommend saving this contact information for future reference. If you have any immediate questions regarding your policy #[Policy Number], please feel free to reach out to [Agent Name] directly.

We appreciate your business and look forward to continuing to serve you.

Sincerely,

[Sender Name/Management Name]

[Title]

[Insurance Company Name]