

[Date]

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

Subject: Meet Your Dedicated Auto Insurance Agent

Dear [Customer Name],

Welcome to [Insurance Company Name]! My name is [Agent Name], and I am pleased to introduce myself as your dedicated auto insurance agent. My goal is to ensure that you have the best coverage tailored to your specific needs and to provide you with personalized service whenever you need it.

Whether you have questions about your current policy, need to file a claim, or want to explore ways to save on your premiums, I am here to help. I have enclosed my digital business card and contact details below for your records.

How I can assist you:

- Annual policy reviews to ensure your coverage is up to date.
- Assistance with adding new vehicles or drivers.
- Explaining discounts and bundled savings.
- Guiding you through the claims process.

I will be reaching out in the coming weeks just to say hello and make sure everything is in order with your account. However, please do not hesitate to contact me sooner if you have any immediate questions.

Thank you for choosing [Insurance Company Name]. I look forward to working with you.

Sincerely,

[Agent Signature]
[Agent Name]
[License Number]
[Phone Number]
[Email Address]
[Website]