

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Dear [Client Name],

Welcome to [Insurance Agency Name]. We are pleased that you have chosen us to handle your insurance needs.

Our goal is to provide you with excellent service and the peace of mind that comes with knowing you are properly protected. Your new policy documents are attached for your review. Please check them carefully to ensure all information is correct.

As your dedicated agency, we are here to help you with:

- Policy questions and coverage reviews
- Policy changes or updates
- Assistance with filing claims
- Billing inquiries

If you have any questions, please contact your agent, [Agent Name], at [Phone Number] or via email at [Email Address].

Thank you for placing your trust in [Insurance Agency Name]. We look forward to a long and successful relationship.

Sincerely,

[Your Name]

[Your Title]

[Insurance Agency Name]