[Date]

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

Dear [Client Name],

Welcome to [Agency/Company Name]! Thank you for choosing us for your personal auto insurance needs. We are pleased to confirm that your policy is now active.

Policy Details:

- Policy Number: [Policy Number]
- Effective Date: [Start Date]
- Insured Vehicle(s): [Year, Make, Model]

Enclosed you will find your insurance identification cards and policy documents. Please review these carefully and keep a copy of your ID cards in your vehicle at all times.

As your agent, I am here to assist you with:

- Updating your coverage or adding new vehicles.
- Reporting a claim.
- Answering questions about billing and payments.

If you have any questions, please contact me directly at [Phone Number] or via email at [Email Address].

We appreciate your business and look forward to serving you.

Sincerely,

[Agent Name]
[Agency Name]
[Website]