[Date]

[Policyholder Name]
[Address Line 1]
[Address Line 2]

Subject: Welcome Aboard - Your New Auto Insurance Policy [Policy Number]

Dear [Policyholder Name],

Thank you for choosing [Insurance Company Name] for your auto insurance needs. We are pleased to welcome you as a new policyholder and are committed to providing you with reliable protection and excellent service.

Enclosed with this letter, you will find your policy documents, including:

- Your Policy Declaration Page
- Insurance Identification Cards
- Coverage Summary and Terms

Next Steps:

- **Review Your Coverage:** Please check the enclosed documents to ensure your vehicle information, drivers, and coverage limits are correct.
- **Proof of Insurance:** Keep a copy of your Insurance ID card in your vehicle at all times.
- **Online Access:** You can manage your policy, make payments, and report claims 24/7 by visiting [Website URL].

If you have any questions or need to make changes to your policy, please contact your agent at [Agent Phone Number] or call our customer service team at [Customer Service Number].

We appreciate your trust in us and look forward to serving you.

Sincerely,

[Agent/Manager Name]
[Insurance Company Name]