Date: [Current Date]

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

Subject: Welcome to Your Personal Auto Insurance Policy - [Policy Number]

Dear [Customer Name],

Welcome to [Insurance Company Name]! We are pleased that you have chosen us for your personal auto insurance needs. This letter confirms that your enrollment is complete and your coverage is now active as of [Effective Date].

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

- Your Policy Declarations Page
- Your Insurance Identification Cards
- Coverage Summary and Policy Booklet
- Payment Schedule and Billing Information

Please review these documents carefully to ensure all information is correct. We recommend keeping a copy of your Insurance ID card in your vehicle at all times.

Next Steps:

- **Online Access:** You can manage your policy, make payments, and view documents by registering at [Website URL].
- **Mobile App:** Download our app on the App Store or Google Play for easy access to your digital ID cards.
- **Claims:** In the event of an accident, you can file a claim 24/7 by calling [Claims Phone Number].

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

Thank you for trusting us with your protection. We look forward to serving you.

Sincerely,

[Name/Department]
[Insurance Company Name]