[Date]

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

Subject: Welcome to [Insurance Company Name] - Policy #[Policy Number]

Dear [Customer Name],

Thank you for choosing [Insurance Company Name] for your personal vehicle insurance needs. We are pleased to welcome you as a new policyholder.

Your policy is now active. Please find your insurance ID cards and policy summary attached to this letter. We recommend keeping a copy of your ID card in your vehicle at all times.

Policy Details:

- **Policy Number:** [Policy Number]
- **Effective Date:** [Start Date]
- **Vehicle(s) Covered:** [Year, Make, Model]
- **Premium Amount:** [Amount]

You can manage your account, pay bills, and view documents online at [Website URL] or through our mobile app.

If you have any questions or need to report a claim, please contact our customer service team at [Phone Number] or via email at [Email Address].

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

Sincerely,

[Sender Name]
[Title]
[Insurance Company Name]