

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Subject: Introducing Your Dedicated Customer Service Team

Dear [Client Name],

Thank you for choosing [Agency Name] for your insurance needs. We are committed to providing you with excellent coverage and exceptional support. We are writing today to introduce you to the customer service team dedicated to assisting you.

Our team is here to help you with policy changes, billing inquiries, claims filing, or any questions you may have regarding your insurance portfolio. Your primary points of contact are:

- **[Account Manager Name]** - [Phone Number] - [Email Address]
- **[Service Representative Name]** - [Phone Number] - [Email Address]

Our office hours are [Hours of Operation, e.g., Monday through Friday, 9:00 AM to 5:00 PM]. For assistance outside of these hours, you can visit our website at [Website URL] to access your policy documents or report a claim.

We value your business and look forward to a long-lasting relationship. Please do not hesitate to reach out if there is anything we can do for you.

Best regards,

[Your Name]

[Your Title]

[Agency Name]