

[Date]

[Client Name]

[Client Address]

[City, State, Zip]

Subject: Meet Your Dedicated Personal Lines Support Team

Dear [Client Name],

Thank you for choosing [Agency Name] for your personal insurance needs. We are committed to providing you with excellent service and ensuring your assets are well-protected.

We would like to introduce the dedicated Personal Lines Support Team assigned to your account. Whether you have questions about your coverage, need to make a policy change, or require assistance with a claim, our team is here to help.

Your Support Team:

Primary Account Manager: [Name]

Direct Phone: [Phone Number]

Email: [Email Address]

Support Specialist: [Name]

Direct Phone: [Phone Number]

Email: [Email Address]

How we can assist you:

- Policy renewals and reviews
- Adding or removing vehicles and drivers
- Homeowners insurance updates
- Billing and payment inquiries
- Claims filing and advocacy

Our office hours are [Hours of Operation], [Days of the Week]. If you need assistance outside of these hours, you can access your policy information via our client portal at [Website URL].

We value your business and look forward to serving you.

Sincerely,

[Your Name/Principal Name]

[Title]

[Agency Name]