

[Date]

[Client Name]

[Company Name]

[Address]

[City, State, Zip]

Subject: Welcome to [Agency Name] Commercial Insurance Service Department

Dear [Client Name],

Thank you for choosing [Agency Name] to manage your commercial insurance needs. We are pleased to welcome you to our service department.

Our goal is to provide your business with proactive support and expert guidance. As your dedicated service team, we are here to assist you with:

- Policy changes and endorsements
- Certificates of Insurance (COI) requests
- Billing and payment inquiries
- Claims reporting and monitoring
- Annual policy reviews

Your primary point of contact is [Account Manager Name], who can be reached directly at [Phone Number] or via email at [Email Address]. For general assistance, you may also contact our service desk at [General Phone/Email].

We look forward to a long and successful partnership. Please do not hesitate to contact us if you have any questions regarding your current coverage.

Sincerely,

[Your Name]

[Your Title]

[Agency Name]