

[Date]

[Client Name]

[Client Company Name]

[Client Address]

[City, State, Zip Code]

Subject: Meet Your Specialized Business Insurance Service Team

Dear [Client Contact Name],

Thank you for choosing [Agency Name] for your business insurance needs. We are committed to providing you with expert guidance and proactive service to protect your company's assets and future.

We would like to introduce the dedicated specialists who will be managing your account:

Primary Account Manager: [Name]

Focus: Overall policy management, renewals, and coverage analysis.

Email: [Email Address]

Phone: [Phone Number]

Claims Specialist: [Name]

Focus: Assistance with reporting incidents and navigating the claims process.

Email: [Email Address]

Phone: [Phone Number]

Risk Control Consultant: [Name]

Focus: Workplace safety reviews and loss prevention strategies.

Email: [Email Address]

Phone: [Phone Number]

Our team is here to ensure your insurance program evolves alongside your business. We will be reaching out shortly to schedule a brief introductory call to review your current objectives.

If you have any immediate questions or need to make a change to your policy, please do not hesitate to contact any member of your team listed above.

Sincerely,

[Your Name]

[Your Title]

[Agency Name]