

[Date]

[Carrier Contact Name]

[Carrier Name]

[Carrier Address]

[City, State, Zip Code]

Subject: Welcome to Our Agency - New Appointment

Dear [Carrier Contact Name],

On behalf of [Agency Name], I would like to express our excitement regarding our new appointment with [Carrier Name]. We are honored to represent your products and look forward to a successful and long-term partnership.

Our agency is committed to providing high-quality service and maintaining the standards of excellence associated with your brand. We are eager to begin integrating your insurance solutions into our portfolio to better serve our clients.

To ensure a smooth start, please let us know the next steps regarding:

- Access to the agent portal and online quoting systems.
- Training materials or upcoming webinars for your products.
- The contact information for our dedicated Underwriter or Territory Manager.

We have assigned [Internal Contact Person] as your primary point of contact at our office. They can be reached at [Phone Number] or [Email Address].

Thank you for this opportunity. We look forward to working closely with your team.

Sincerely,

[Your Name]

[Your Title]

[Agency Name]

[Phone Number]

[Email Address]