

[Date]

[Policyholder Name]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

Subject: Important Information Regarding Your Personal Auto Policy [Policy Number]

Dear [Policyholder Name],

Thank you for choosing [Insurance Company Name] for your personal auto insurance needs. We are pleased to inform you that your policy documents are now available for electronic review.

Accessing Your Policy Documents

To view, download, or print your policy contract, insurance ID cards, and declarations page, please log in to our secure customer portal:

Portal URL: [Insert Link to Portal]

How to Register for Portal Access:

- Visit the link provided above.
- Click on "Register" or "Create Account."
- Enter your Policy Number: [Policy Number] and your ZIP code.
- Follow the prompts to set up your username and password.

Benefits of the Portal:

- 24/7 access to your digital insurance ID cards.
- Ability to make online payments and set up AutoPay.
- Real-time claims filing and tracking.
- Easy updates to your contact information.

By opting for electronic delivery, you will receive future notifications and renewals via email instead of paper mail. You may change your delivery preferences at any time within your portal account settings.

If you have any questions or require technical assistance, please contact our customer service team at [Phone Number] or [Email Address].

Sincerely,

[Agent/Department Name]

[Insurance Company Name]