

Date: [Current Date]

[Policyholder Name]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

Re: New Auto Insurance Policy - [Policy Number]

Dear [Policyholder Name],

Thank you for choosing [Insurance Company Name] for your auto insurance needs. We are pleased to welcome you as a new policyholder.

Enclosed you will find your official insurance policy documents and your New Auto Insurance Identification Cards. Please review these documents carefully to ensure all information, including coverage limits and vehicle details, is correct.

Important Steps:

- Keep one Identification Card in each insured vehicle at all times.
- Store your policy documents in a safe place for future reference.
- Review the "Declarations Page" for a summary of your coverage and premium.

Your policy is effective from [Effective Date] to [Expiration Date].

If you have any questions or need to make changes to your policy, please contact your agent at [Agent Phone Number] or visit our website at [Website URL].

Thank you for trusting us with your protection.

Sincerely,

[Sender Name/Department]

[Insurance Company Name]

Enclosures: Auto Insurance Identification Cards, Policy Documents