

[Date]

[Policyholder Name]

[Street Address]

[City, State, Zip Code]

Subject: Your Updated Auto Insurance Policy and ID Cards

Dear [Policyholder Name],

Thank you for choosing [Insurance Company Name]. We are writing to provide you with your updated auto insurance policy documents and your new permanent Identification Cards.

Policy Number: [Policy Number]

Effective Date: [Date]

Please find the following documents attached to this letter:

- Updated Policy Declarations Page
- New Auto Insurance Identification Cards
- Revised Coverage Summary

We recommend that you review these documents carefully to ensure all information is correct. Please place the new Identification Cards in your vehicle(s) immediately and discard any expired versions.

If you have any questions regarding your coverage or notice any errors, please contact our customer service team at [Phone Number] or visit our website at [Website URL].

We appreciate your continued business.

Sincerely,

[Agent Name/Department]

[Insurance Company Name]