

[Date]

[Insured Name]  
[Address Line 1]  
[Address Line 2]  
[City, State, Zip Code]

Re: Personal Auto Insurance Policy - [Policy Number]

Dear [Insured Name],

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

Please find the following documents enclosed with this letter:

- Your Personal Auto Insurance Policy Package
- Your Official Insurance Identification Cards
- A Summary of Coverages and Declarations Page

**Important Instructions:**

Please review your policy documents carefully to ensure all information, including vehicle details and coverage limits, is correct. We recommend placing one Identification Card in each insured vehicle and keeping one in a safe place.

If you have any questions regarding your coverage or need to make any changes to your policy, please contact your agent at [Agent Phone Number] or call our customer service team at [Customer Service Number].

We appreciate your business and look forward to serving you.

Sincerely,

[Sender Name/Department]  
[Insurance Company Name]  
[Contact Information]