

[Date]

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

Subject: Delivery of Liability Auto Insurance Policy and Identification Cards

Dear [Customer 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 Liability Auto Insurance Policy Declaration Page
- Your Permanent Insurance Identification Cards
- Policy Terms and Conditions Booklet

Important Next Steps:

1. **Verify Information:** Please review the enclosed Declaration Page to ensure that your name, vehicle information, and coverage limits are correct.
2. **ID Cards:** Place one Identification Card in each insured vehicle. You are required by law to present this card if requested by law enforcement or in the event of an accident.
3. **Digital Access:** You can also access your policy documents and digital ID cards through our website or mobile app at [Website URL].

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

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

Sincerely,

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