

Subject: Your Dedicated Insurance Agent Contact Information

Dear [Client Name],

Thank you for choosing [Insurance Company Name] for your coverage needs. We are committed to providing you with personalized service and professional guidance.

My name is [Agent Name], and I am your assigned Dedicated Insurance Agent. Whether you have questions about your current policy, need to file a claim, or wish to explore additional coverage options, I am here to assist you.

My Contact Details:

- **Agent Name:** [Full Name]
- **Direct Phone:** [Phone Number]
- **Email Address:** [Email Address]
- **Office Hours:** [Days/Hours]
- **License Number:** [License # (Optional)]

Please save this information for your records. Do not hesitate to reach out if there is anything I can do to help you protect what matters most.

Best regards,

[Agent Signature]

[Insurance Company Name]

[Website Address]