

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Dear [Client Name],

Congratulations on the official approval of your new policy! I am pleased that we have successfully secured this coverage to protect your future and provide you with peace of mind.

My goal is to provide the same high level of service to other individuals and families. Much of my business grows through referrals from satisfied clients like you. If you have friends, family members, or colleagues who might benefit from a review of their insurance or financial needs, I would be honored to assist them.

Please feel free to share my contact information with them, or if you prefer, you can provide their details to me directly, and I will reach out to them with a professional introduction.

Thank you for your trust and for the opportunity to serve as your agent. I look forward to working with you for years to come.

Best regards,

[Your Name]

[Your Title]

[Your Company]

[Your Phone Number]

[Your Email Address]