

[Your Name]
[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Recipient Name]
[Recipient Title]
[Recipient Company Name]
[Recipient Address]
[City, State, Zip Code]

Subject: Referral for Commercial Fleet Insurance Services

Dear [Recipient Name],

I am writing to introduce you to [Referral Name/Agent Name] from [Insurance Agency Name], who specializes in commercial fleet auto insurance.

As you manage a growing fleet of vehicles, I thought you might benefit from the competitive rates and comprehensive coverage options they provide. We have worked with them for [Time Period] and have found their claims processing and risk management support to be excellent for our business operations.

I have copied [Referral Name] on this email so you can connect directly. They are prepared to provide a complimentary review of your current policy and offer a quote tailored to your specific fleet requirements.

There is no obligation to move forward, but I believe their expertise could result in significant cost savings for [Recipient Company Name].

Best regards,

[Your Signature]
[Your Printed Name]