

[Your Name]  
[Your Dealership Name]  
[Your Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]

[Date]

[Insurance Agent Name]  
[Insurance Agency Name]  
[Address]  
[City, State, Zip Code]

Subject: Referral for Commercial Fleet Insurance - [Client Name]

Dear [Agent Name],

I am writing to introduce my client, [Client Name], who has recently purchased [Number] of [Year/Make/Model] commercial trucks from our dealership.

As they are expanding their fleet, they are currently seeking comprehensive commercial auto insurance coverage that meets their operational needs. Given your expertise in fleet insurance and commercial vehicle protection, I have recommended your services to them.

Below are the client's contact details:

Contact Name: [Client Contact Person]  
Company Name: [Client Company Name]  
Phone Number: [Client Phone Number]  
Email Address: [Client Email Address]

Please reach out to them at your earliest convenience to discuss a quote and available coverage options. I have also provided the client with your contact information, and they may be reaching out to you directly.

Thank you for taking great care of our customers. I look forward to continuing our professional relationship.

Best regards,

[Your Signature]

[Your Printed Name]  
[Your Title]