

Onboarding | Welcome Letter from Producer

S: Welcome to our Agency!

Dear {Customer First Name} ,

Myself and the whole staff would like to welcome you to our family and thank you for trusting us with your insurance needs. We couldn't be more excited to provide you excellent service.

Feel free to contact us at any time with your questions or concerns regarding your coverage. We can be reached via phone or email during regular business hours.

- Phone: {Agent Phone Number}
- Email: {Agent Email}

Finally, we would like to mention that, as a family run business, your word is key to our success. If a family member or friend may require additional coverage, we always welcome referrals.

{Customer Referral}

Once again, {Customer First Name} , myself and the whole staff would like to welcome you to our family. We look forward to serving your needs to the best of our ability.

{Agent Name}
{Agent Phone Number}
{Agent Email}
{My Agency Name}

