Date:

[Recipient Name]

[Street Address]

[City, ST ZIP Code]

Dear [Recipient Name]:

We realize that you have many choices for your insurance needs and we want to thank you for choosing us. If you have any questions about your policies, please feel free to call or stop by our office, as we are always available to assist you. We want to make sure you are completely satisfied with your insurance program.

If you have friends or relatives that need insurance, please have them contact us as we look forward to serving their needs as well. We do have a referral program to reward our clients who refer us. We will send you a $5.00 gift card for each person that you send in, for just a quote! Be sure and remember to have them mention your name, so we know where to send the gift card.

Please let us know if you have any comments or suggestion on how we can improve our service and remember, we are here to serve you!

Again, thank you.

Sincerely,

[Your Name]

Insurance Advisor