

Notification of Agent Assignment

Date: [Insert Date]

Dear [Agent's Name],

We are pleased to inform you that you have been assigned as the insurance agent for [Client's Name] under policy number [Policy Number].

Your primary responsibilities will include:

- Providing ongoing support and service to the client.
- Assisting with policy options and claims.
- Ensuring compliance with all applicable insurance regulations.

Please acknowledge receipt of this notification and your acceptance of the assignment by responding to this email by [Response Date].

Thank you for your dedication and commitment to our clients.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]