

# Important Notice: Change in Your Insurance Agent

Dear [Policyholder's Name],

We hope this message finds you well. We are writing to inform you that effective [Effective Date], your insurance agent, [Current Agent's Name], will be transitioning out of their role with [Insurance Company Name].

We understand that transitions can be challenging, and we want to assure you that your insurance coverage and service will remain our top priority during this time.

Your new insurance agent will be [New Agent's Name]. They are looking forward to serving you and will take over all existing accounts, including your policy with us.

For any inquiries or assistance, you can reach [New Agent's Name] at [New Agent's Phone Number] or [New Agent's Email]. They will be more than happy to help answer any questions you may have regarding your policy.

Thank you for your understanding and continued trust in [Insurance Company Name]. We are committed to providing you with the highest level of service and support.

Sincerely,  
[Your Name]  
[Your Title]  
[Insurance Company Name]  
[Company Phone Number]  
[Company Website]