

Company Name
Company Address
City, State, Zip Code

Date: _____

To,
Mr./Ms. _____
Address: _____

Subject: Acceptance of Motor Insurance Proposal

Dear Sir/Madam,

We are pleased to inform you that we have accepted your proposal for motor insurance under Policy No. _____ for your vehicle (Make and Model: _____, Registration No.: _____).

All terms and conditions as agreed upon and mentioned in the policy document shall apply.

Please find your policy document attached/enclosed for your reference.

Thank you for choosing us for your motor insurance needs. Should you require any further assistance, please feel free to contact our customer service.

Yours sincerely,

Authorized Signatory

Designation

Company Name