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Welcome back letter
Just checking in letter (cross-selling)
Welcome to the neighborhood prospecting letter
Congratulations on publicity prospecting letter for P/C
Congratulations on publicity prospecting letter for Life Insurance
Tax season prospecting letter
Thank you for meeting with me letter
Life insurance prospecting letter
Happy New Year/Annual review letter
Changing jobs – 401k rollover letter
Mortgage protection/life insurance letter
New baby/college savings letter
Congratulations on getting married letter
Offer to help journalists/public relations letter
Introducing assistant to new client letter

Job Descriptions:

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Agency principal
Sales producer
Telemarketer and telemarketing script
Office manager
Office manager daily checklist

Signatures:

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Non-compete
Confidentiality and nondisclosure
Signature of Receipt