

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Subject: Instructions for Accessing Your New Client Portal

Dear [Client Name],

We are pleased to announce the launch of our new online client portal. This secure platform allows you to view your account details, upload documents, and communicate with our team easily.

To set up your account, please follow the steps below:

1. Visit our portal website at: [Portal URL]
2. Click on the "Sign Up" or "Register" button.
3. Enter your registered email address: [Client Email].
4. Create a secure password following the on-screen requirements.
5. Verify your account via the confirmation email sent to your inbox.

Once logged in, you will have immediate access to your digital dashboard. For your security, please do not share your login credentials with anyone.

If you encounter any issues during the setup process, please contact our support team at [Phone Number] or reply to this email.

Thank you for your continued business.

Best regards,

[Your Name/Company Name]

[Title]

[Contact Information]