

Subject: Welcome to [Agency Name] - Your Client Portal Access

Dear [Client Name],

Welcome to [Agency Name]! We are excited to have you on board and look forward to working with you.

To help us collaborate effectively, we have set up your personal Client Portal. This platform will be our primary hub for sharing documents, tracking project progress, and communicating updates.

Your Account Details:

- **Portal Link:** [Click Here to Access](#)
- **Username:** [Email/Username]
- **Temporary Password:** [Password]

Getting Started:

1. Log in using the credentials provided above.
2. You will be prompted to create a new, secure password upon your first login.
3. Complete your profile and review the "Getting Started" folder in your dashboard.

If you have any questions or encounter any issues while logging in, please reply to this email or contact your Account Manager at [Phone Number].

Best regards,

[Your Name]
[Your Title]
[Agency Name]