

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Address Line 1]

[City, State, Zip Code]

Dear [Recipient Name],

On behalf of [Your Company Name], I would like to officially welcome you as our new strategic partner. We are thrilled to begin this collaboration and look forward to the mutual success our partnership will bring.

Our goal is to ensure a seamless integration of our services and to provide you with the highest level of support. To help us get started, your primary point of contact will be [Account Manager Name], who can be reached at [Phone Number] or [Email Address].

We have scheduled an initial kickoff meeting on [Date] at [Time] to discuss our immediate objectives and milestones. We believe that by combining our strengths, we will deliver exceptional value to our respective clients and stakeholders.

Thank you for choosing to partner with us. We are excited about the opportunities ahead.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]