

[Date]

[Customer Name]
[Customer Address]
[City, State, Zip Code]

Subject: Welcome to [Company Name] - Notice of Account Transfer

Dear [Customer Name],

We are pleased to inform you that your account has been successfully transferred from [Former Company Name] to [Company Name], effective [Date of Transfer]. We are excited to have you as a customer and look forward to providing you with high-quality service.

Your new account number is: **[New Account Number]**

As part of this transition, we encourage you to review our updated company policies, which are now in effect for your account. These policies outline our commitment to your privacy, service standards, and billing procedures. You can find the full documents at the link below:

[Link to Policy/Terms and Conditions]

Key Changes to Note:

- **Billing Cycle:** Your new billing date will be the [Day] of each month.
- **Payment Methods:** We accept [Credit Card, ACH, Check, etc.]. Please update your autopay settings if applicable.
- **Support:** For any inquiries, you can reach our dedicated support team at [Phone Number] or [Email Address].

No immediate action is required on your part to maintain your current services. However, we recommend logging into our customer portal at [Website URL] to verify your contact information and communication preferences.

Thank you for your patience during this transition. We value your business and are here to assist you with any questions you may have.

Sincerely,

[Sender Name]
[Title]
[Company Name]