

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Welcome to [Agency Name]

Dear [Client Name],

We are excited to welcome you to [Agency Name]. We are committed to helping you achieve your goals and look forward to a successful partnership.

To get started, please review the following next steps:

- **Onboarding Call:** We have scheduled our kickoff meeting for [Date] at [Time].
- **Document Access:** You will receive an email inviting you to our project folder where you can upload [Required Files].
- **Questionnaire:** Please complete the attached client intake form by [Date].

Your primary point of contact will be [Account Manager Name]. You can reach them directly at [Email Address] or [Phone Number].

Thank you for choosing [Agency Name]. We are ready to get to work.

Best regards,

[Your Name]

[Your Title]

[Agency Name]