

Dear [Client Name],

Welcome to [Company Name]. It is a privilege to have you as a member of our exclusive umbrella services.

Our commitment is to provide you with the highest level of professional support, ensuring your contracting arrangements are handled with precision, compliance, and care. As a valued client, you now have access to our dedicated support team and our streamlined management systems.

Your Account Details:

- Client ID: [Client ID Number]
- Account Manager: [Manager Name]
- Contact Email: [Email Address]
- Direct Phone: [Phone Number]

To get started, please log in to your secure portal at [Website Link] to review your documentation and complete your profile setup. Your dedicated account manager will be reaching out shortly to conduct a personal introductory call.

Thank you for choosing [Company Name]. We look forward to a successful and long-standing partnership.

Best regards,

[Your Name]
[Your Title]
[Company Name]