

[Date]

[Client Name]
[Client Title]
[Company Name]
[Address]
[City, State, Zip]

Dear [Client Name],

Welcome to [Agency Name]. We are pleased to formally welcome [Company Name] as a valued partner. Our team is committed to providing strategic oversight and innovative solutions for your group health benefits program.

Our primary objective is to align your benefits package with your corporate goals while ensuring cost-efficiency and high-quality care for your employees. As your strategic partner, we will manage the complexities of plan design, compliance, and vendor negotiations on your behalf.

Your Dedicated Account Team:

- **Account Executive:** [Name] - [Email] - [Phone]
- **Benefits Coordinator:** [Name] - [Email] - [Phone]

Next Steps:

In the coming days, your Account Executive will reach out to schedule an initial strategy session. During this meeting, we will review your current plan performance and outline our roadmap for the upcoming plan year.

Enclosed you will find our Agency Overview and a contact directory for immediate assistance. We look forward to a successful and long-term partnership.

Sincerely,

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