

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: Welcome to [Bank Name] - Your New Checking Account

Dear [Customer Name],

Thank you for choosing [Bank Name]. We are pleased to confirm that your new checking account is now open and ready for use. Your account details are listed below:

- **Account Type:** [Account Type]
- **Account Number:** [Last 4 Digits of Account Number]

**Next Steps:**

- **Debit Card:** Your new debit card will arrive by mail within 7-10 business days. Please follow the instructions included with the card to activate it.
- **Online Banking:** You can register for online and mobile banking at [Website URL] to manage your funds 24/7.
- **Direct Deposit:** To set up direct deposit, provide your new account and routing numbers to your employer.

We are committed to providing you with excellent service. If you have any questions regarding your new account, please call us at [Phone Number] or visit your local branch.

Welcome to the community!

Sincerely,

[Sender Name]

[Title]

[Bank Name]