

[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Date]

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

Subject: Welcome to [Your Company Name] - Important Information Regarding Your Account

Dear [Customer Name],

We are pleased to welcome you to [Your Company Name]. Effective [Date of Transfer], the servicing of your [Account Type, e.g., Mortgage/Loan/Subscription] was officially transferred to us from [Previous Company Name].

Please be assured that this transfer does not change the fundamental terms and conditions of your original agreement. Our goal is to make this transition as seamless as possible for you. Your new account number is: **[New Account Number]**.

What you need to do:

- **Update Payments:** Please direct all future payments to [Your Company Name] starting [Date].
- **Online Access:** You can register your account on our website at [Website URL] to manage your details online.
- **Review Documentation:** Attached you will find a summary of your account balance and upcoming due dates for your records.

We are committed to providing you with excellent service. If you have any questions regarding your account or this transfer, please contact our Customer Service department at [Phone Number] or via email at [Email Address]. Our office hours are [Business Hours].

Thank you for your business. We look forward to serving you.

Sincerely,

[Your Name/Department Name]
[Your Company Name]