

Subject: Welcome to [Agency Name] - Registration Confirmed

Dear [Partner/Agency Name],

Welcome to [Company Name]! We are pleased to inform you that your agency registration has been successfully processed and approved.

We look forward to a productive partnership. To help you get started, please find the next steps below:

- **Account Activation:** Please log in to your partner portal at [Link] using your registered email address.
- **Complete Your Profile:** Ensure all billing information and contact details are up to date in the settings tab.
- **Review the Handbook:** Please download the Agency Guidelines document attached to this email or available in the portal.
- **Schedule Onboarding:** You can book a brief introductory call with your dedicated Account Manager here: [Calendar Link].

Your Account Manager is [Name], who can be reached directly at [Email Address] or [Phone Number] for any immediate questions.

Thank you for joining our network. We are excited to begin working together.

Best regards,

[Your Name]

[Your Title]

[Company Name]