

[Company Letterhead/Logo]

[Date]

[Client Name]

[Client Title]

[Client Company Name]

[Address Line 1]

[Address Line 2]

Subject: Acknowledgement of Corporate Client Portal Setup

Dear [Client Contact Name],

This letter is to formally acknowledge that your corporate client portal account for **[Your Company Name]** has been successfully configured and is now active.

The portal serves as a secure platform for managing your account details, accessing project updates, and exchanging confidential documentation. Your login credentials and access link are provided below:

Portal URL: [Link to Portal]

Username: [Username/Email Address]

For security purposes, you will be prompted to set a permanent password upon your first login. Please ensure that this information is shared only with authorized personnel within your organization.

If you require a demonstration of the portal's features or encounter any technical difficulties during your initial login, please contact our technical support team at [Support Email/Phone Number].

We look forward to providing you with a more streamlined and efficient service through this platform.

Sincerely,

[Your Name]

[Your Job Title]

[Your Department]