

Dear [Client Name],

Welcome to [Company Name]! We are pleased to provide you with access to our secure Client Portal.

This portal allows you to view project updates, share documents, and communicate with our team in one secure location.

Account Details:

- **Portal URL:** [Login URL]
- **Username:** [Email Address/Username]

How to activate your account:

1. Click the link below to set your password:
2. [Activation Link]
3. Once your password is set, you can log in immediately.

For your security, this activation link will expire in [Number] hours.

If you have any questions or experience issues logging in, please contact us at [Support Email] or [Phone Number].

Best regards,

[Your Name]
[Your Title]
[Company Name]