

Subject: Next Steps for Your Agency Registration: [Agency Name]

Dear [Contact Person Name],

Thank you for expressing interest in registering your agency with [Your Company Name]. We have reviewed your initial application and are excited to move forward with the next steps of the registration process.

To finalize your registration, please complete the following requirements:

- **Document Submission:** Please upload copies of your Business License and Tax Identification Certificate.
- **Agency Profile:** Complete your digital profile, including your portfolio and primary areas of expertise.
- **Verification Call:** Schedule a brief 15-minute introductory call via this link: [Link to Calendar].
- **Agreement:** Review and electronically sign the Agency Terms of Service attached to this email.

Please ensure all documents are submitted by [Date] to avoid any delays in your onboarding. Once these steps are completed, our team will conduct a final review and provide you with access to our agency portal.

If you have any questions regarding these requirements, please reply to this email or contact our support team at [Support Email/Phone Number].

We look forward to a successful partnership.

Best regards,

[Your Name]

[Your Job Title]

[Your Company Name]