

[Date]

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

Dear [Client Name],

Welcome to [Agency Name]! We are thrilled to have you as a new client and look forward to helping you achieve your goals through our services.

Our team is committed to providing you with the highest level of professional support. We are already hard at work on your account and will keep you updated on our progress every step of the way.

Our Client Referral Program

We believe that the best way to grow is through the recommendations of our satisfied clients. To show our appreciation, we are excited to invite you to participate in our Referral Reward Program.

For every new client you refer to us who signs a contract, we will provide you with [Insert Reward, e.g., a \$100 credit toward your next invoice / a \$50 gift card]. There is no limit to how many rewards you can earn.

If you know a business or individual who could benefit from our expertise, please feel free to introduce us via email or share our contact information with them.

Thank you for choosing [Agency Name]. We look forward to a successful partnership.

Best regards,

[Your Name]
[Your Title]
[Agency Name]
[Phone Number]
[Website URL]