

Date: [Date]

To: [Service Provider Name/Company Name]

Address: [Address Line 1]

City, State, Zip: [City, State, Zip]

Subject: Welcome to [Your Company Name] - Service Provider Onboarding

Dear [Contact Person Name],

We are pleased to officially welcome you as a registered service provider for [Your Company Name]. We look forward to a productive and mutually beneficial professional relationship.

This letter serves as confirmation that your onboarding process is now active. To ensure a smooth start, please find your account details and initial steps below:

- **Provider ID:** [Provider ID Number]
- **Primary Point of Contact:** [Account Manager Name]
- **Contact Email:** [Email Address]

Next Steps:

1. **Portal Access:** Log in to the provider portal at [URL] using your temporary credentials.
2. **Documentation:** Please upload any remaining insurance certificates or tax forms requested in the "Compliance" section.
3. **Training:** Review the Service Level Agreement (SLA) and operational guidelines attached to this email.

If you have any questions regarding the onboarding process or our operational requirements, please do not hesitate to reach out to your assigned Account Manager.

Welcome aboard!

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]