

[Date]

[Owner Name]

[Business Name]

[Business Address]

Dear [Owner Name],

Welcome to [Agency Name]! We are thrilled to have [Business Name] as a new client and want to thank you for choosing us to support your business goals.

Our mission is to help small businesses like yours thrive. We are committed to providing you with personalized service and the expertise needed to grow your brand and reach your objectives.

Your Account Details:

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

We are currently setting up your account and will be reaching out shortly to schedule our official kickoff meeting. In the meantime, if you have any immediate questions, please do not hesitate to contact us.

Thank you again for your trust. We look forward to a successful partnership.

Best regards,

[Your Name]

[Your Title]

[Agency Name]

[Website URL]