

[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

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

Dear [Client Contact Name],

Thank you for choosing [Your Company Name] as your partner. We are thrilled to have you on board and look forward to helping [Client Business Name] grow and succeed.

Our goal is to provide you with the highest level of service. We are currently setting up your account and preparing the initial deliverables discussed during our consultation. To get started, please find the attached onboarding packet which outlines our process and the next steps for your project.

If you have any questions during this transition, please do not hesitate to reach out to your account manager, [Account Manager Name], at [Email Address] or [Phone Number].

We appreciate your trust in our business and are excited to begin this partnership.

Best regards,

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