

[Date]

[Client Name]

[Client Company Name]

[Client Address]

Dear [Client Name],

Welcome to [Agency Name]! We are thrilled to have you as a partner and look forward to helping you achieve your goals.

Our team is already preparing to begin work on [Project Name/Service]. Our primary objective is to provide you with high-quality results and exceptional service.

**Your Account Team:**

- **Account Manager:** [Name] ([Email/Phone])
- **Primary Contact:** [Name] ([Email/Phone])

**Next Steps:**

1. **Onboarding Call:** Scheduled for [Date/Time].
2. **Document Access:** You will receive an invite to our project management portal shortly.
3. **Initial Strategy:** We will present our first draft for review by [Date].

If you have any immediate questions, please do not hesitate to reach out to us. Thank you for choosing [Agency Name]. We are excited to get started!

Best regards,

[Your Name]

[Your Title]

[Agency Name]