

[Date]

[Client Name]

[Client Company Name]

[Client Address]

[City, State, Zip Code]

Dear [Client Name],

Welcome to [Your Business Name]! We are thrilled to have you as a new commercial partner and look forward to supporting your business goals.

Our team is committed to providing you with high-quality service and dependable solutions tailored to your professional needs. We have successfully set up your account, and your primary point of contact will be [Account Manager Name], who can be reached directly at [Phone Number] or [Email Address].

To get started, please find your account details below:

- **Account Number:** [Number]
- **Service Start Date:** [Date]
- **Billing Cycle:** [Monthly/Quarterly]

If you have any immediate questions or require assistance with your first order, please do not hesitate to reach out. We value your trust in our small business and are eager to grow alongside you.

Thank you for choosing [Your Business Name].

Sincerely,

[Your Name]

[Your Title]

[Your Business Name]

[Phone Number]

[Website]