

[Date]

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

Dear [Client Name],

We are pleased to announce that [Former Agency Name] has officially joined [New Agency Name]. We are writing to personally welcome you to our agency and to ensure a smooth transition for your account.

Our primary goal is to provide you with the same high-quality service you have come to expect, now enhanced by the additional resources, technology, and expertise available at [New Agency Name].

**What this means for you:**

- **Your Team:** You will continue to work with [Name of Key Contact], who is now part of the [New Agency Name] team.
- **Services:** All existing contracts and agreements remain in effect. There will be no interruption to your current services.
- **Communication:** Our office address is now [New Office Address], and our new website is [Website URL].

We have scheduled a brief introductory call for [Date/Time] to answer any questions you may have. In the meantime, please feel free to reach out to us at [Phone Number] or [Email Address].

We are excited to have you with us and look forward to a successful partnership.

Best regards,

[Your Name]  
[Your Title]  
[New Agency Name]