

[Date]

[Client Name]
[Client Company]
[Client Address]

Dear [Client Contact Name],

Welcome to [Agency Name]! We are thrilled to have you on board and look forward to a successful partnership.

Our team is dedicated to helping you achieve your goals. To get started, we have assigned [Account Manager Name] as your primary point of contact. You can reach them at [Email Address] or [Phone Number].

As part of our onboarding process, we will be scheduling a kickoff meeting on [Date/Time] to discuss our strategy and next steps. In the meantime, please find the enclosed [Onboarding Document/Contract/Link] for your review.

If you have any immediate questions, please do not hesitate to reach out. We are excited to begin working with you.

Best regards,

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