

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Dear [Client Name],

Welcome to [Agency Name]! We are excited to have you as a client and look forward to working together to achieve your goals.

Our team is dedicated to providing you with the highest level of service. To ensure a smooth partnership, we have listed our primary contact information and your designated account details below.

Agency Contact Information:

- **Main Office Phone:** [Phone Number]
- **General Email:** [Email Address]
- **Office Address:** [Physical Address]
- **Website:** [Website URL]

Your Dedicated Support Team:

- **Account Manager:** [Name]
- **Direct Email:** [Email Address]
- **Direct Phone:** [Phone Number]

Our standard office hours are [Hours of Operation, e.g., Monday through Friday, 9:00 AM to 5:00 PM]. If you have any immediate questions regarding your onboarding process, please do not hesitate to reach out.

Thank you for choosing [Agency Name]. We are honored to be your partner.

Best regards,

[Your Name]

[Your Title]

[Agency Name]