Dear [Client Name],

Welcome to [Company Name]! We are thrilled to have you as a new client and look forward to working with you to achieve your goals.

Our team is dedicated to providing you with the highest quality of service. If you have any questions or need assistance as we get started, please do not hesitate to contact your account manager, [Account Manager Name], at [Phone Number] or [Email Address].

Our Referral Program

We believe that the best compliment we can receive is a referral from a satisfied client. To show our appreciation, we have established a Referral Program:

- For every new client you refer who signs up for our services, you will receive [Reward, e.g., a 10% discount on your next invoice / a $50 gift card].
- There is no limit to the number of rewards you can earn.

To refer someone, simply introduce us via email or have them mention your name when they contact us.

Thank you for choosing [Company Name]. We are excited to build a long-lasting partnership with you.

Best regards,

[Your Name]
[Your Title]
[Company Name]