

Subject: Welcome - [Project Name/Service Name]

Dear [Client Name],

Thank you for choosing to work with me. I am excited to begin our collaboration and help you achieve your goals regarding [Project/Service].

The purpose of this letter is to provide you with the initial details needed to start our partnership smoothly.

Next Steps:

- **Agreement:** Please find the attached contract for your review and signature.
- **Information Gathering:** I have included a brief questionnaire to help me understand your specific requirements.
- **Kick-off Call:** I would like to schedule a brief meeting on [Date/Time] to discuss the timeline.

Communication:

My office hours are [Hours] and you can reach me via email at [Email Address] or by phone at [Phone Number]. I typically respond to all inquiries within [Number] business hours.

I am looking forward to a successful working relationship.

Best regards,

[Your Name]

[Your Title/Professional Designation]

[Your Website/Portfolio Link]