

[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Partner Contact Name]
[Partner Company Name]
[Partner Address]
[City, State, Zip Code]

Dear [Partner Contact Name],

Welcome to our partner network! We are excited to officially begin our collaboration with [Partner Company Name].

We believe that this partnership will leverage our collective strengths to achieve [mention a specific goal or mutual objective]. Our team is committed to providing you with the resources and support necessary to ensure a successful and productive relationship.

To get started, we would like to schedule an initial onboarding meeting to discuss:

- Key project milestones and timelines.
- Communication channels and primary points of contact.
- Access to shared tools and documentation.
- Initial strategic goals for the upcoming quarter.

Your primary point of contact from our side will be [Account Manager Name], who can be reached at [Email Address] or [Phone Number]. They will be reaching out shortly to set up our kick-off call.

We are thrilled to have you on board and look forward to achieving great results together.

Best regards,

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