

Letter to Welcome a Client for Opening an Account

[You're Name]

[Address]

[Letter Date]

[Recipients Name]

[Address]

[Subject: Subject of Letter] -Optional-

Dear (Recipient's Name),

Congratulations for opening an account with us. I welcome you graciously and ensure that this will be the best of your experience with regard to keeping an account. Being your customer service provider i will be available to serve you any time during the office hours. I would also like to inform you that for opening your account with us, we have provided you with [enter offers if any]. Please find the enclosed documents regarding our terms and conditions, services and packages.

Your account is now active. For any further information, please contact us at 00000000. We are hoping to have a successful client-server relationship with you. Thank you!

[You're Name]

[Senders Title] -Optional-