

Vortex Web Solutions  
1234 S Main  
Mayberry, CA 90245  
<http://www.vortexwebsolutions.com>



Date: {\$\_date|date\_format}

{Scustomer\_name}  
{Scompany\_name}  
{Scompany\_address}  
{Scompany\_city}, {Scompany\_state}, {Scompany\_zip}

Dear {Scustomer\_name},

Thank you for choosing [Vortex Web Solutions for your website needs. We are pleased to serve you with the highest quality website design and development services. We have been committed to providing the best websites for over 10 years and we want to ensure you that we will do whatever it takes to meet your specific needs.

As a token of our appreciation for your business, we would like to offer you a free website audit and review to discover if there are any areas that could be improved to help your website serve you better. To take advantage of the website review, please call us today to schedule a time to review your website with one of our specialists.

Vortex Web Solutions is available anytime to answer any questions or concerns you may have regarding your new account. We have also assigned John Smith from Client Services to assist you with any other needs you may have.

On behalf of Vortex Web Solutions, we are pleased to have the opportunity to work with you and we look forward to establishing a solid, mutually beneficial business relationship.

Sincerely,



Jane Smith