[Your company\_logo and name]

[Company contact details, incl. return address]

[To: Recipient\_name]

[Date]

Dear [Customer\_name],

Welcome aboard! Acme is [the market leader/ most innovative player/fastest-growing company in your\_industry]. We look forward to working with you to help you get the most out of our [product/service] and realize your business goals of [example].

Here at Acme, we are committed to [state vision and, if possible, explain briefly how it relates to this particular customer’s business]. [Our services are being used by 2000 companies like yours]. We hope that we’ll live up to your expectations.

Our excellent customer support team is available 24/7 to help you with any questions. You can contact them at support@acme.com or +123456789.

Your satisfaction is a priority for us, so feel free to share any feedback you have – we take your opinion seriously and will do our best to implement solutions for you.

Regards,

[CEO/COO/VP]