[Your company\_logo and name]

[Company contact details, incl. return address]

[To: Recipient\_name]

[Date]

Dear Mr./Ms. [Customer\_name],

I would like to take this opportunity to welcome you as our customer at Acme. We are committed to providing you the highest possible standard of service in [industry] and we appreciate you placing your trust in us.

I am [Your\_name] and I will serve as your [point of contact] while you use our [products/services]. My job is to make sure you get full value out of your purchase and realize your business goals of [example].

To contact me with any questions or issues, you can:

Email yourname@acme.com

Call +123456789

Best regards,

[Your name]