**WELCOME LETTER TO NEW CLIENT**

123 Business Rd.

Business City, NY 54321

123 Main Street,

Anytown, CA 12345

Dear Marcus,

I take this opportunity to welcome you to our company. We pride ourselves on serving our clients to the best of our potential and hope that this newfound relationship with you grows day by day.

I want to thank you for giving us this opportunity to be able to work with you. We believe that together we can achieve so much more and will continue to serve you.

In case of any concerns, feel free to contact us. Also, if you know someone, who can benefit from our service, then please let us know.

Warm Regards

Darmian Richards

Executive Manager

Richards Brothers Corporation