[DATE]

Contact Name

Address

Address2

City,

State/Province

Zip/Postal Code

**RE: WELCOME TO [[YOUR COMPANY NAME] or SERVICE]**

Dear [CONTACT NAME],

Thank you for opening an account with our company. As one of the leaders in the [SPECIFY] industry, we can assure you that our products and our services will not disappoint you. We know that you will be extremely satisfied with our line of products and the service we provide our customers.

I would like to take this opportunity to briefly set forth our terms and conditions for maintaining an open account with our firm. Invoices are payable within [NUMBER] days of receipt, with a [%] discount available if your payment is received within [NUMBER] days of receipt. We consider this incentive an excellent opportunity for our customers to increase their profit margin, and therefore encourage the use of this discount privilege whenever possible.

At various times throughout the year we may offer our customers additional discounts on our [PRODUCTS or SERVICES]. In determining your cost in this case, you must apply your special discount first, and then calculate your [%] discount for early payment.

I am enclosing our catalogue and price list for your review. I believe that you will find our prices competitive and in keeping with industry trends. Throughout the year we offer our valued customers frequent discounts as an incentive and as a showing of our appreciation.

As the [JOB ROLE/TITLE], I will be happy to answer any questions you may have regarding your new account. I can be reached at the number below.

Once again welcome to our family of customers.

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]

[IF SENT BY EMAIL YOU MAY INCLUDE THIS NOTICE]

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