**New Customer Welcome Letter Template**

Dear *[First Name]*,

Welcome to *[Company Name]*! We’re delighted to have you with us and look forward to helping you find the right *[product type]* for your needs.

To get better acquainted, I wanted to let you know what you can expect from me during your *[transaction type – e.g., home buying]* process.

*[Outline sales process, communication milestones, and other important information]*

Please feel free to contact me at any time with questions, comments, or feedback. *[Company Name]* and I appreciate your business and thank you for choosing us.

Sincerely,

*[Name and Contact Info]*