

# Welcome to Our Digital Marketing Team!

Dear [Client's Name],

We are excited to have the opportunity to work with you on your digital marketing project. This letter serves as a formal onboarding document to outline our process and expectations moving forward.

## Project Overview

Project Name: [Project Name]

Start Date: [Start Date]

Expected Completion Date: [Completion Date]

## Objectives

The primary objectives of this project are:

- [Objective 1]
- [Objective 2]
- [Objective 3]

## Scope of Work

We will be delivering the following services:

- [Service 1]
- [Service 2]
- [Service 3]

## Communication

We will communicate via [Communication Tool] and schedule weekly check-ins to discuss progress and any concerns.

## Billing and Payment

The total project fee is [Fee Amount], due [Payment Terms].

## Next Steps

Please review this letter and confirm your acceptance of the project terms by replying to this email. Once confirmed, we will proceed with the onboarding process.

Thank you for choosing us as your partner in this project. We look forward to working together!

Best regards,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]