

**Dear [Client's Name],**

We are thrilled to welcome you as our new client at [Company Name]!

As a token of our appreciation, we are pleased to offer you a complimentary upgrade to our [Service Name] for your first visit. This upgrade will provide you with enhanced features and benefits designed to elevate your experience.

Your satisfaction is our top priority, and we are committed to providing you with exceptional service. To redeem your complimentary upgrade, please mention this letter when you schedule your appointment.

Thank you for choosing [Company Name]. We look forward to serving you!

Sincerely,  
[Your Name]  
[Your Position]  
[Company Name]  
[Contact Information]