

Welcome to [Your Company Name]

Dear [Client's Name],

We are thrilled to welcome you to [Your Company Name]! Thank you for choosing us as your transportation service provider. We are committed to ensuring a smooth and successful partnership.

What to Expect

During the onboarding process, you will receive:

- A dedicated account manager who will assist you.
- Training on our services and systems.
- Access to our customer support resources.

Next Steps

To get started, please complete the following:

1. Review the attached service agreement.
2. Fill out the onboarding questionnaire.
3. Schedule an introductory meeting with your account manager.

If you have any questions, feel free to reach out at [Contact Information]. We look forward to working with you!

Best regards,
[Your Name]
[Your Position]
[Your Company Name]
[Contact Information]