Account Provisioning Confirmation

Date: [Insert Date] **To:** [Customer Name] **Company:** [Customer Company Name] **Address:** [Customer Address] Dear [Customer Name], We are pleased to inform you that your account for [Service Name] has been successfully provisioned. Below are the details of your account: • Account ID: [Insert Account ID] • **Username:** [Insert Username] • **Email:** [Insert Email] You can access your account at [Insert URL]. Please ensure you set a strong password upon your first login and review the user guide attached for any assistance you may need. If you have any questions or require further support, do not hesitate to contact us at [Insert Support Email] or call us at [Insert Support Phone Number]. Thank you for choosing [Your Company Name]. We look forward to assisting you. Sincerely, [Your Name] [Your Position] [Your Company Name] [Your Company Phone Number]

[Your Company Email]