

Client Engagement Notification

Date: [Insert Date]

To: [Client's Name]

[Client's Address]

Dear [Client's Name],

We are excited to officially begin our engagement with you as your [insert service or project name]. Our team is committed to providing you with the highest level of service and support.

Your primary contact will be [Project Manager's Name], who will reach out to you shortly to discuss the next steps.

Please feel free to contact us at [Contact Information] if you have any questions or need further information.

We look forward to a successful partnership.

Best regards,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[Your Email]

[Your Phone Number]